LARCH

User Guide

for

UKRR Member Libraries

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What is LARCH?

LARCH stands for **L**inked **A**utomated **R**egister of **C**ollaborative **H**oldings. The system has been designed based on the requirements agreed between the UK Research Reserve (UKRR), the British Library (BL) and UKRR member libraries. The system functionality supports the key business processes involved in managing the preservation of low use print research publications.

LARCH is managed by UKRR, so if you have any queries regarding this user guide or need access to the system please email larch@ukrr.ac.uk

To access LARCH go to http://www.ukrr.ac.uk/larch. You may wish to save this as one of your favourites.

Technical Requirements

LARCH is supported on the following browsers - Internet Explorer 7 or 8 or Firefox 3.5 or 3.6.8. It may work on other browsers such as Safari and Chrome but will not be supported on these. If you are not certain that you have one of these supported browsers please contact your local IT administrator.

Getting Started

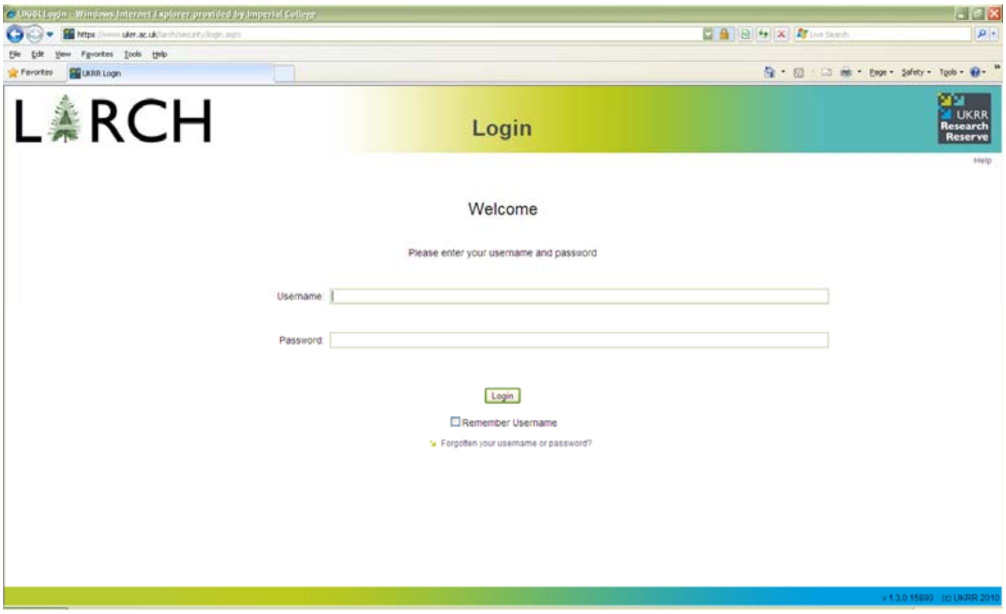
Creating a user

User accounts can only be created by UKRR administrators. Your institution's UKRR contact will have been asked for a list of people who need access to LARCH before it went live, however people come and go so user accounts can easily be created or deactivated. If you need a new account created or if someone will no longer require access please contact UKRR with the name and email address of the person requiring access. Please note that if someone is leaving your institution and they have access to LARCH, it is the responsibility of the institution to notify UKRR that the user account needs to be deactivated.

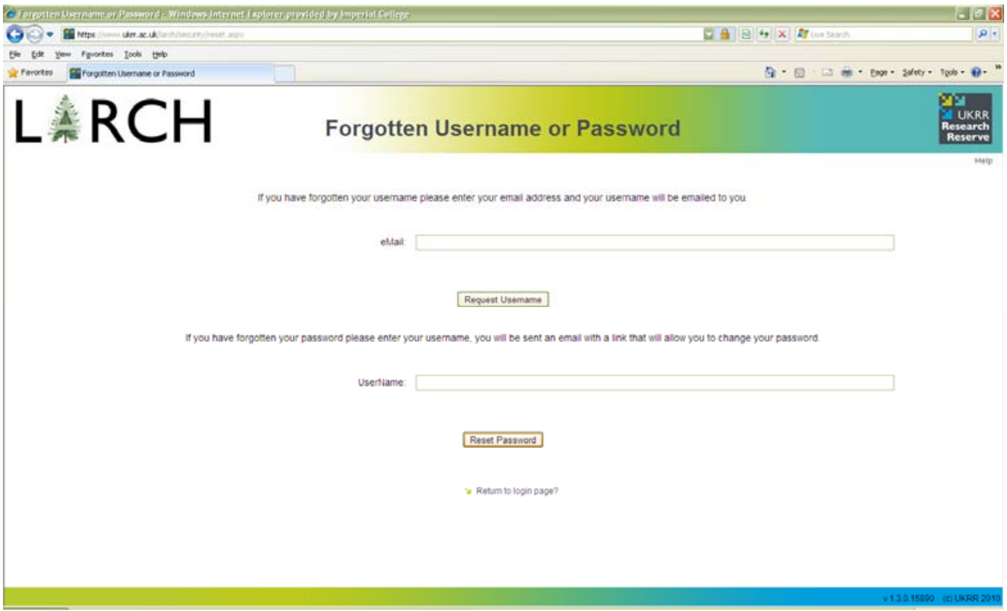
Once UKRR have created the user account a welcome email will be sent and the user will be ready to start using LARCH.

Creating or resetting a password

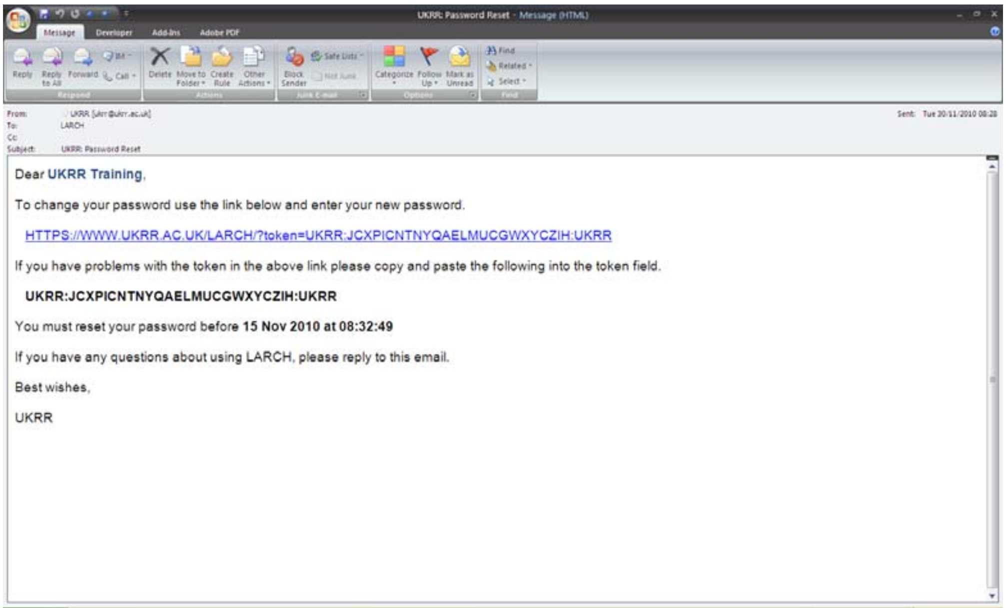
Step	Action
1.	If you know your username go to the LARCH login page at http://www.ukrr.ac.uk/larch **Note:** If this is the first time you have logged on to LARCH your username will be in the welcome email that was sent automatically when your user account was created. If you don't know your username but think you have a LARCH user account, go on to the section called Forgotten username below to find out how to retrieve your username and then come back to this section to reset your password.



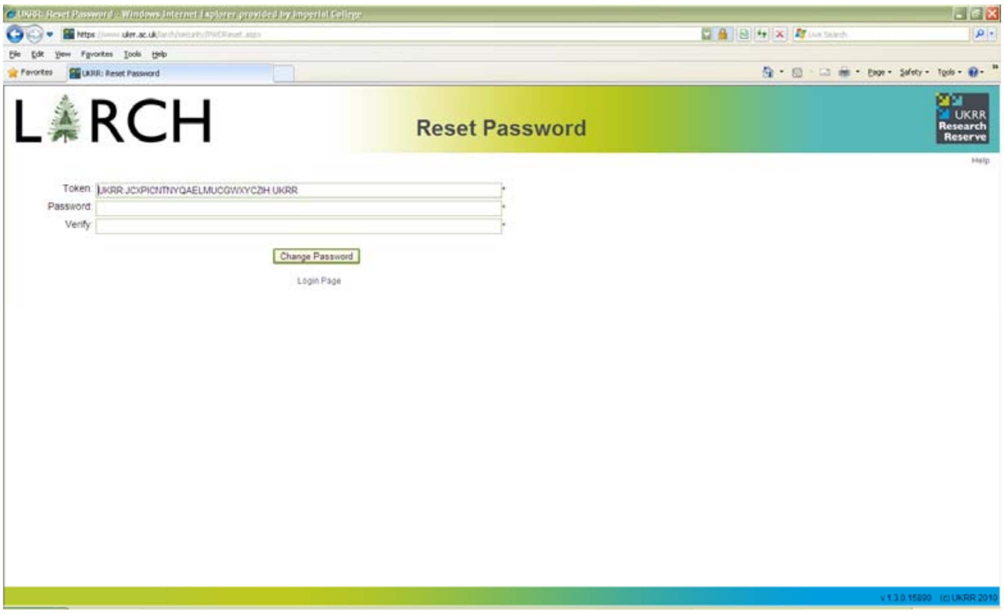
Step	Action
2.	Click the **Forgotten your username or password?** link, which will take you to the following page.



Step	Action
3.	Click in the **Enter User Name** field and type in your username, for example, "**larchtrain**".
4.	Click the **Reset Password** button.
5.	Go to your email account and check your new messages.
6.	Find the email from LARCH admin with a subject of **UKRR: Password Reset.** Open this email.



Step	Action
7.	Click the link within the email to create or change your password. This will take you to the password reset page in LARCH

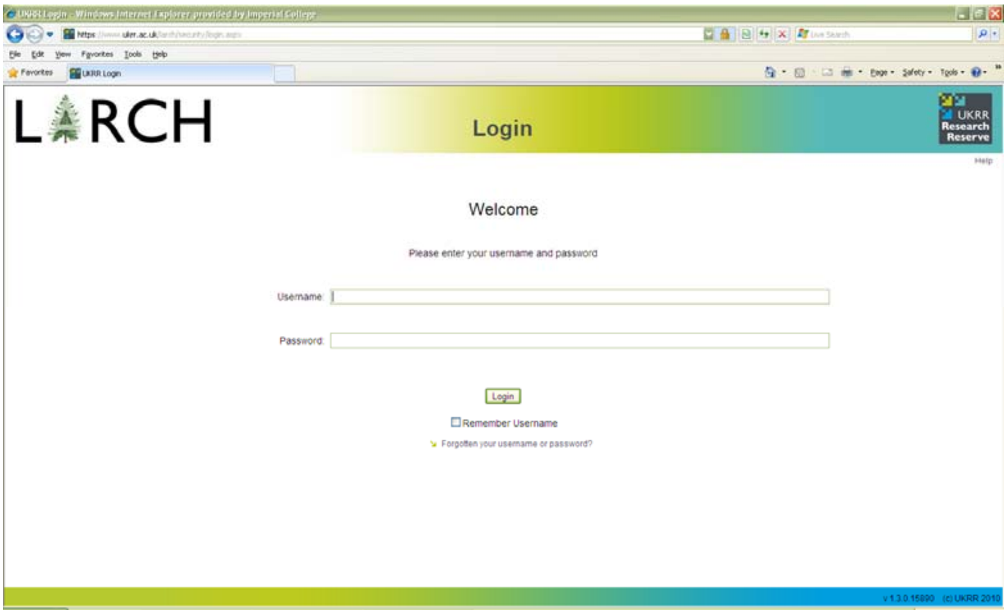


Step	Action
8.	Type your password in the ‘Password’ field. Your password must have at least 8 characters and should contain all of the following: Capital letter, Number, Special character (e.g. @!#$%^&*/_\|\?:;+-). For example, "**Tra1ning$**" would be acceptable but “**Training**” would not.
9.	Re-enter your password in the ‘Verify’ field.
10.	Click the **Change Password** button. If both passwords are not the same then you will see an error message displayed and will need to repeat the two steps above.
11.	Once you have changed your password click the **Login Page** link.

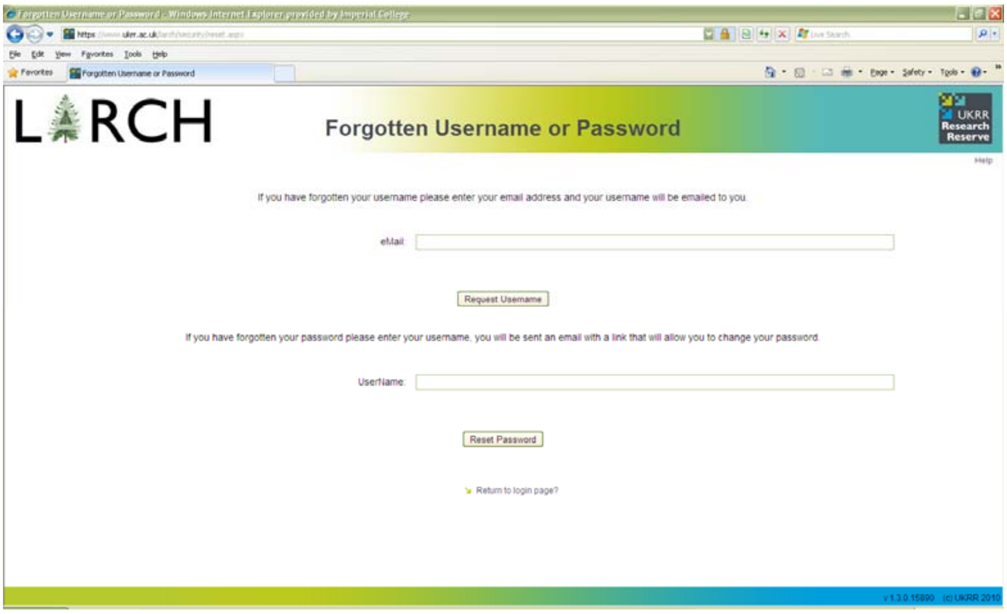
Forgotten username

When they create an account for you, UKRR will assign you a username. If you have forgotten what it is you can follow these steps to receive a reminder.

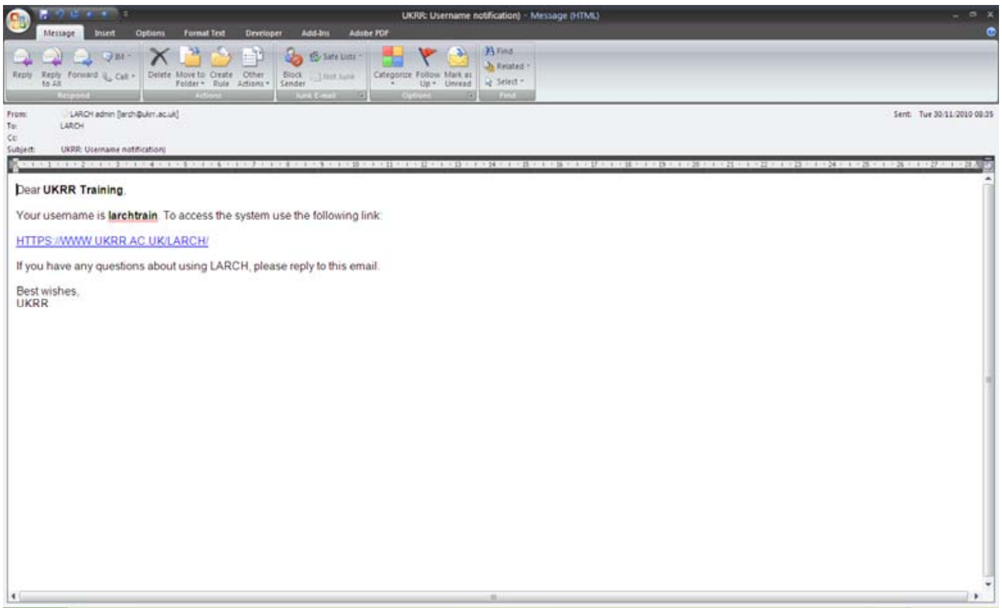
Step	Action
1.	Go to http://www.ukrr.ac.uk/larch



Step	Action
2.	Click the **Forgotten your username or password?** link. You'll be taken to the screen shown below.



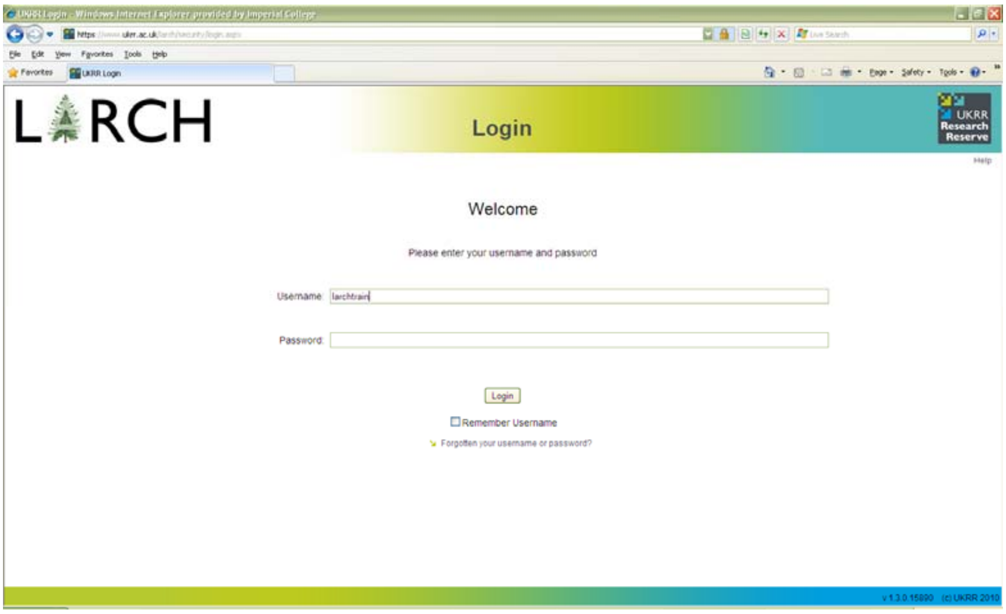
Step	Action
3.	Enter your email address in the ‘eMail field’.
4.	Click the **Request Username** button.
5.	Go to your email and look for an email from LARCH admin with the subject **UKRR: Username notification**. Open this email.



Step	Action
6.	Your username is in the first sentence of the email. Click on the link in the email which will take you to the LARCH login screen.
7.	You should now be able to log in. If however, you have also forgotten your password or if you are activating a new account you will need to follow the steps in the section Creating or Resetting a Password above, in order to set it.

Logging in to LARCH

Step	Action
1.	Go to http://www.ukrr.ac.uk/larch.
2.	Enter your username into the **Username:** field. For example, "**larchtrain**".



Step	Action
3.	Enter your password.
4.	Click the **Login** button.
5.	You will be logged in and taken to the main menu in LARCH.

Note: If you want to you can tick the **Remember Username** box and your username will be automatically completed when you come to this page again using the same computer.

Changing user roles or details

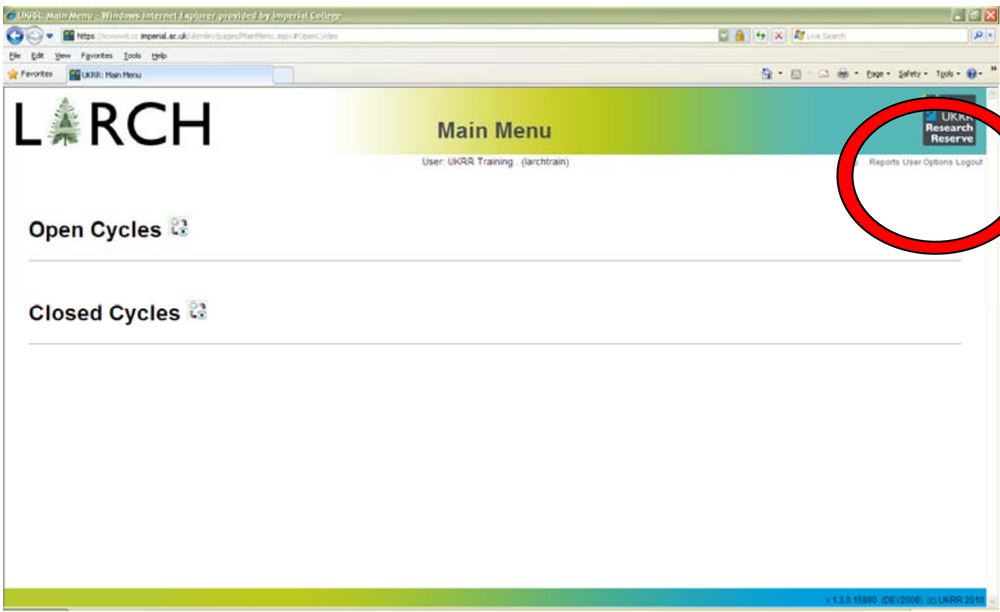
Member library users of LARCH can choose from a variety of different user profiles, which reflect the different interactions between UKRR, the BL and member libraries. The different user profiles don't affect what you can do in LARCH, but they do impact on which email alerts you receive and the visibility of some reports. For example if the material you are offering is stored off site it may be useful for someone at that location to have the role of 'ML Sample Request' so that any requests from the BL will go straight to them, rather than to someone at the central library who has the role of general admin.

As different members have different organisational structures the user profiles are not mutually exclusive and you can opt to be as many or as few of them as you wish. It is worthwhile ensuring that the ML Main Contact and ML Sample Request roles are held by at least one person at your institution, as otherwise you may not receive all alerts which could delay the progress of your submission.

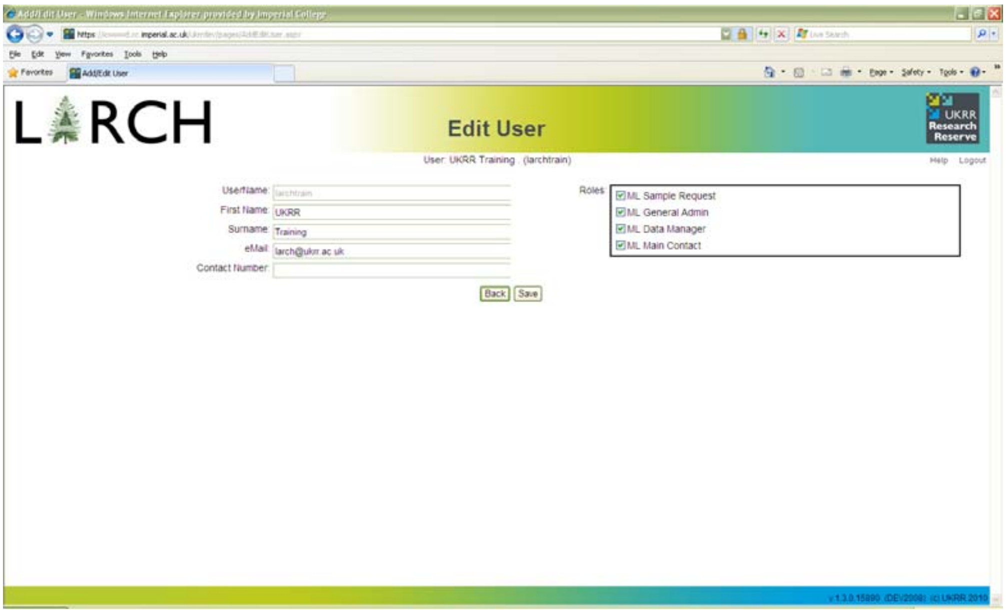
Only the individual user or a UKRR administrator can change a user's profile. You cannot change the profile of other LARCH users from your institution. Note that your username cannot be changed by anyone.

Changing your details such as your name or email address is done from the same screen as the user role.

Step	Action
1.	Click the **User Options** link in the top right corner of the 'Main Menu'.



Step	Action
2.	If you want to change your name, email address, or contact number do this by overwriting the current details in the relevant filed on the left of the screen.
3.	If you want to change your user role click in the check box to the left of that role name, so that the box is either ticked or unticked.
4.	Once you have made your changes, click the **Save** button. If you don’t want to save the changes you have made, you can use the **Back** button to exit the screen.



Logging out of LARCH

To log out of LARCH click the **Logout** link in the top right corner of any screen (just below the UKRR logo). If you have made changes to any data and they have not been saved they will be lost when you logout.

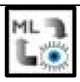
Getting to know your way around LARCH

There are a number of different screens in LARCH. The most important screen is the Main Menu which contains data about all your submissions and acts as a dashboard for your institution's UKRR activities.

Throughout LARCH buttons with icons on them are used to perform various functions, in the same way they do in many other programs you may use on a computer. The icon that appears on the button is indicative of the function if performs, however if you're unsure about the meaning of the icon you can hover your mouse over it and you'll see a short text description.

Making data visible

The Main Menu is divided up into open and closed cycles, with the open cycle being at the top of the page. The main menu can get quite busy if you have offered a lot of lists, so in order to save screen space you can collapse or expand the page at various levels to show different data. When you first log on the Main Menu will look blank, because all the cycles will be collapsed. If your institution has offered material to UKRR in the past you can view the details by clicking on the following icons.

	This icon toggles the open or all the closed cycles to expand or collapse their visibility.
	This icon toggles the visibility of individual cycles.
	This icon will allow you to expand or collapse individual lists of offered holdings within the cycle.

If you're new to LARCH and your institution has offered material in the past, it may be worth looking through the closed cycles to see how the expanding and collapsing of data works. It may seem confusing at first, however once you have a few cycle lists in LARCH it is very useful to be able to hide the data relating to past cycles and concentrate on what is current, or vice-versa.

The different levels of open/closed cycles, individual cycles and list are also reflected in the reporting functions which have similar icons:

	This icon shows reports that run against data in open and closed cycles.
	This icon shows reports that run against data in a specific cycle.
	This icon shows reports that run against data in a specific list.

Reporting is covered in more detail in its own section below.

Visibility of cycles

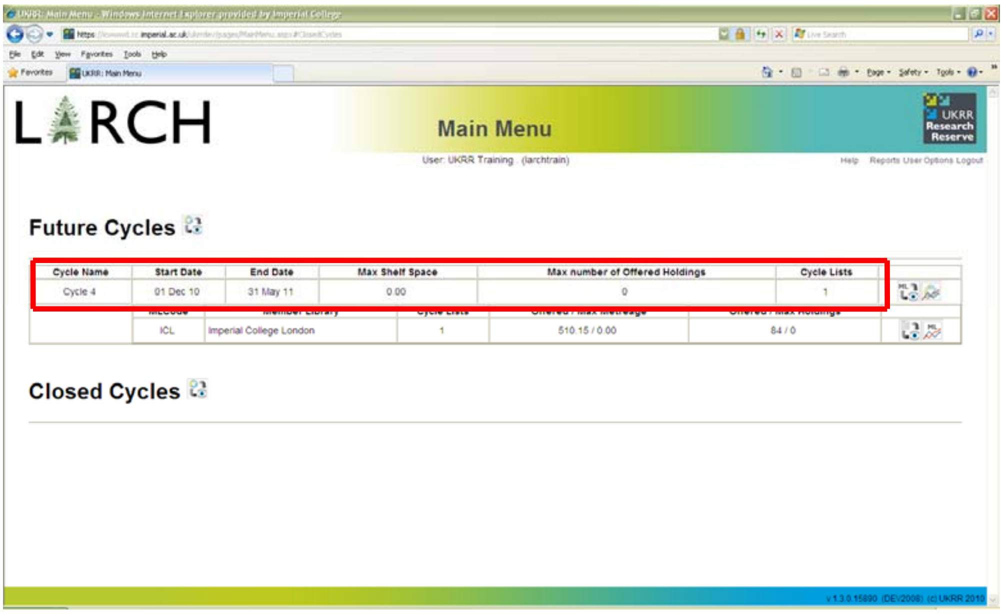
In the final months of a cycle your institutions main contact will be contacted by the UKRR Manager in order to determine your intentions for the coming de-duplication cycle. Assuming the amount of material you indicate you will be offering is approved by the UKRR Selection Panel, the new cycle will become visible to you in LARCH on the date it opens (usually either the 1st of December or the 1st of June). If your institution has not indicated their intention to be active in a cycle or if the request was declined by the Selection Panel, the cycle will not be visible to you. Similarly if you have not offered any holdings in a previous cycle there will be no data for you to see in that cycle and it will not be visible.

Offered / Max Metreage and Holdings

When you expand the data relating to a cycle you will see the screen below. More or less icons may be visible depending on whether the cycle is in the future, open, or closed. The name and start and end dates of the cycle are given for your information.

The **Max Shelf Space** and **Max Number of Offered Holdings** shown on the row beside the cycle name and dates are the amounts that you can offer during the cycle as agreed by the Selection Panel.

Offered Metreage and **Offered Holdings** show how many metres and titles you have uploaded into the cycle. They are given against the Maximum Metreage and Maximum Holdings which is the amount the UKRR Selection Panel agreed you could offer during the cycle.



Alerts

LARCH is programmed to send automated emails (alerts) when certain actions are performed. All the emails mentioned above in the Getting Started section are alerts that relate to actions being made against your user profile (e.g. password reset), however most of the alerts you will receive once you are using LARCH will relate to lists or individual offered holdings. If there are any problems with the holdings you upload or enter into LARCH then they will generate alerts in various forms.

Because you are unlikely to be logging on to LARCH on a regular basis once your holdings have been submitted in a cycle, the alerts are sent to inform you that something has either changed or requires your attention.

The alerts you will most commonly receive are likely to be BL Sample requests, which are formatted to double as a packing list for the item being sent to the BL, and the alert saying the retention values for your list is available to be downloaded.

As mentioned in the Changing User Roles or Details section above, your user role determines which alerts you will receive. You can see which user roles receive which alerts by checking Appendix 1: What emails are received by which user role? If the number of alerts you are receiving is more that you'd like, you can change your user roles so that you're only signed up for a profile that receives the relevant ones. If you're the sole user of the LARCH at your institution you should have the **Main Contact** and **Sample Request** roles to ensure that you at least receive all relevant alerts.

Note that if you have two profiles that are both due to receive an alert, you will only receive the alert once.

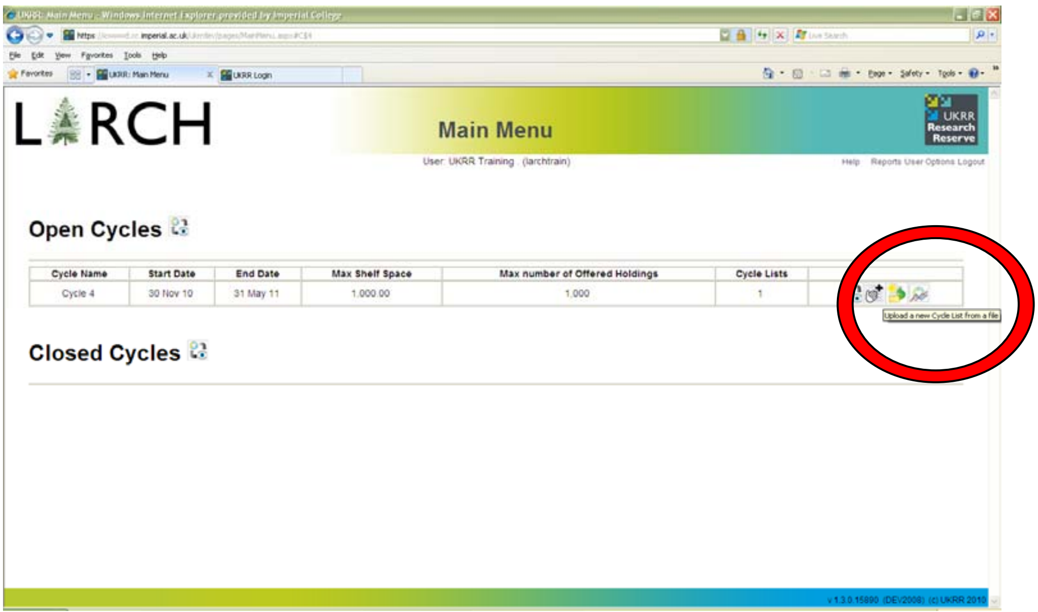
Offering holdings to UKRR: uploading a list

Using the correct template

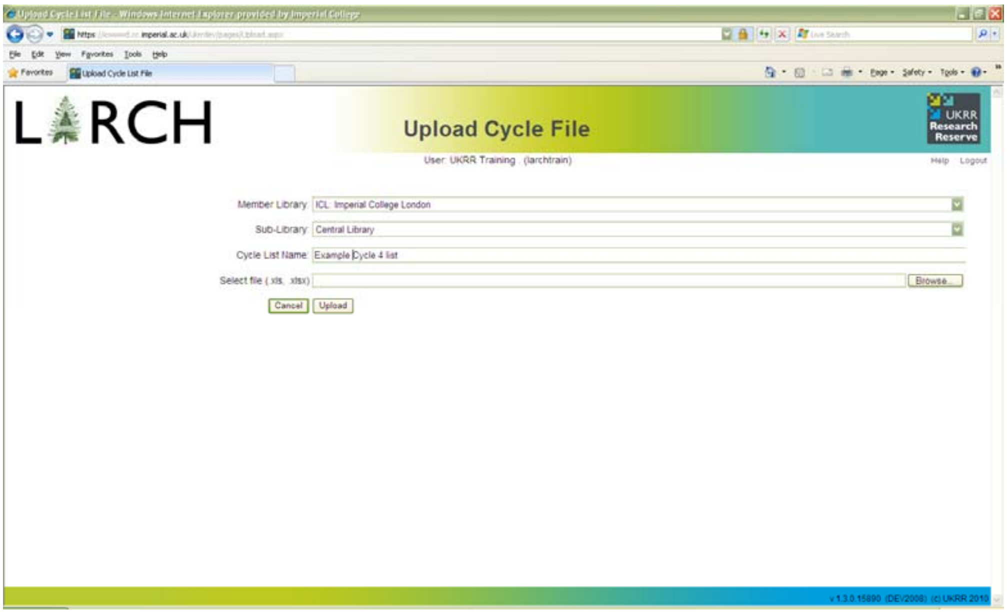
If you are uploading a list of offered holdings ensure you are using the UKRR offered holdings template dated May 2010 or later, which can be downloaded from the Member's Resources section of the UKRR website. The date of the template is given in the name of the original file, e.g. **UKRR_offered_journals_template-May-10.xls.** LARCH has been specifically designed to extract the data from this template, so if you are using an earlier template it is very likely the data upload will fail. One quick way to tell if the template you have is suitable is that all May 2010 or later versions only have two tabs, whereas previous versions had six tabs.

How to upload a list of holdings

Step	Action
1.	You can only upload a cycle list into a cycle which is open. To do this click the **Upload a new Cycle List from a file** icon (shown below), which will be to the right of the line giving the name and start / end dates of the cycle. 

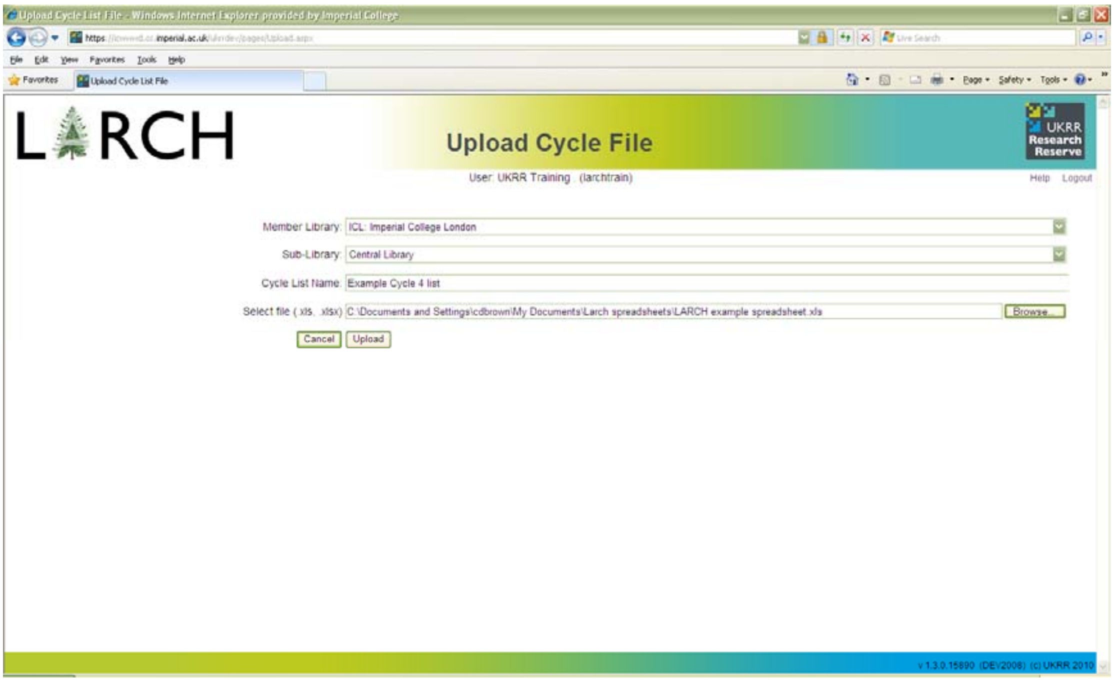


Step	Action
2.	You will be taken to the **Upload Cycle File** page. Your institution will be automatically selected in the 'Member Library' field.
3.	Use the drop down menu to select from a list of sub-libraries that UKRR is aware of. If the library you want to use isn't on the list select the **(None)** option and email larch@ukrr.ac.uk so the library can be added for you. You can amend the list using the Editing the list option below once the sub-library has been added.
4.	Give your list a meaningful name which will allow you to identify it in future.

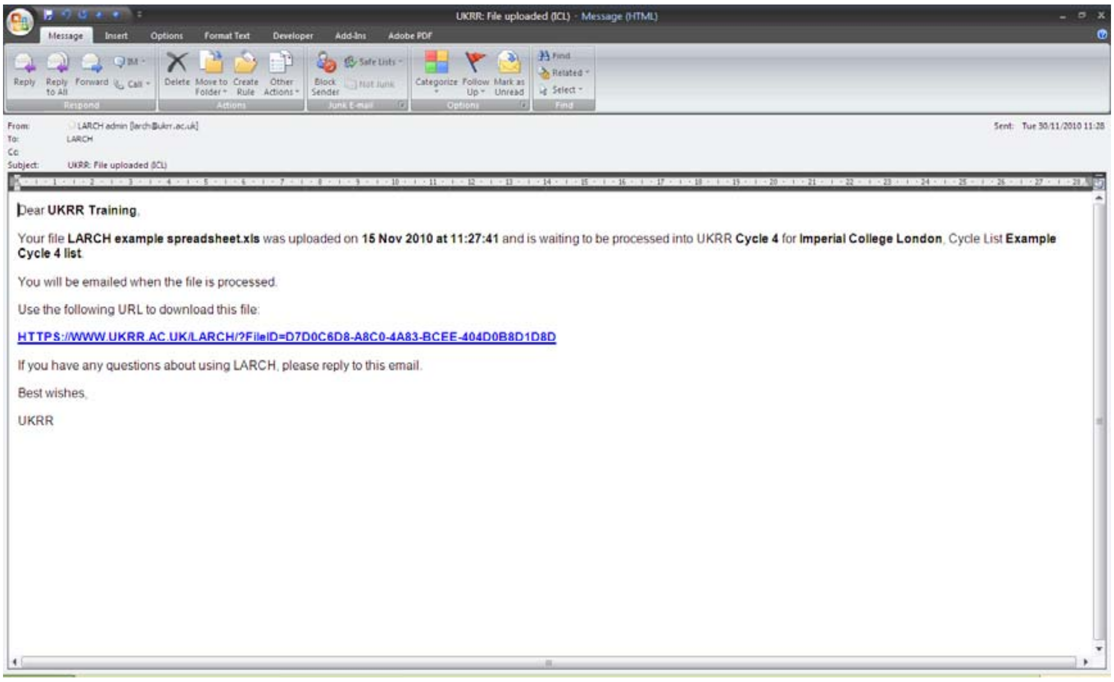


Step	Action
5.	Click on the **Browse** button to the right of 'Select File'. A window will appear which you can use to navigate to the file you wish to upload. Once you have found the file click **Open**.

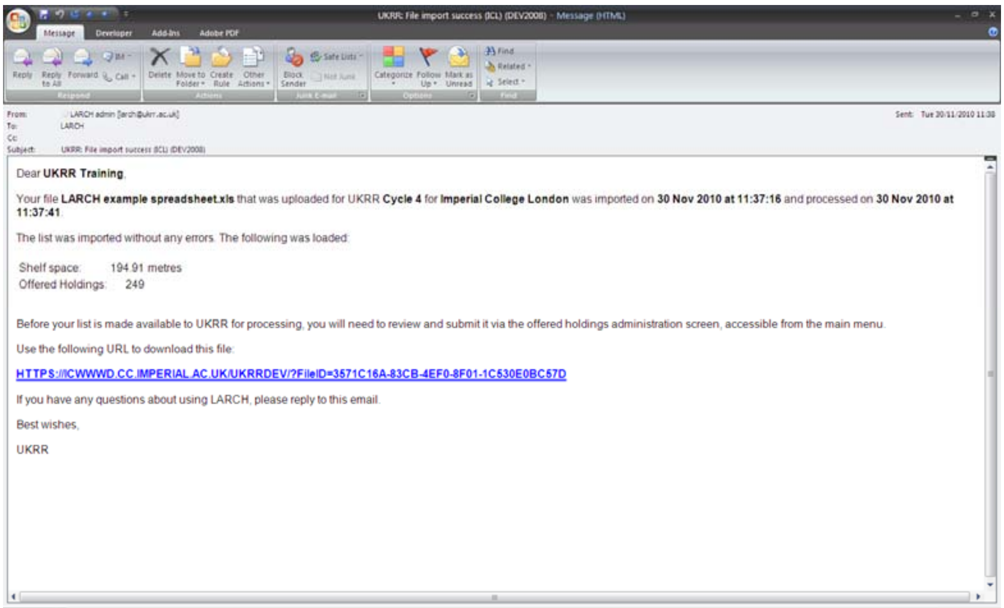
Step	Action
6.	Click the **Upload** button.



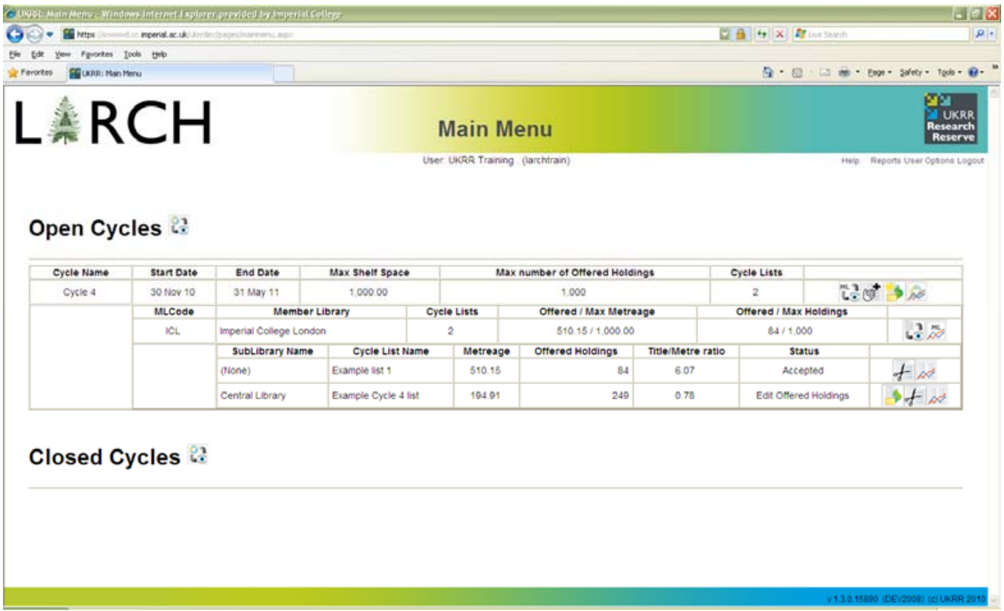
Step	Action
7.	Uploading the file will create the list record, and you will be sent an email to confirm that the upload is taking place.



Step	Action
8.	If the upload is successful you will receive an email titled ‘UKRR: File import success’ giving the number of holdings and the metreage of the material you have uploaded.



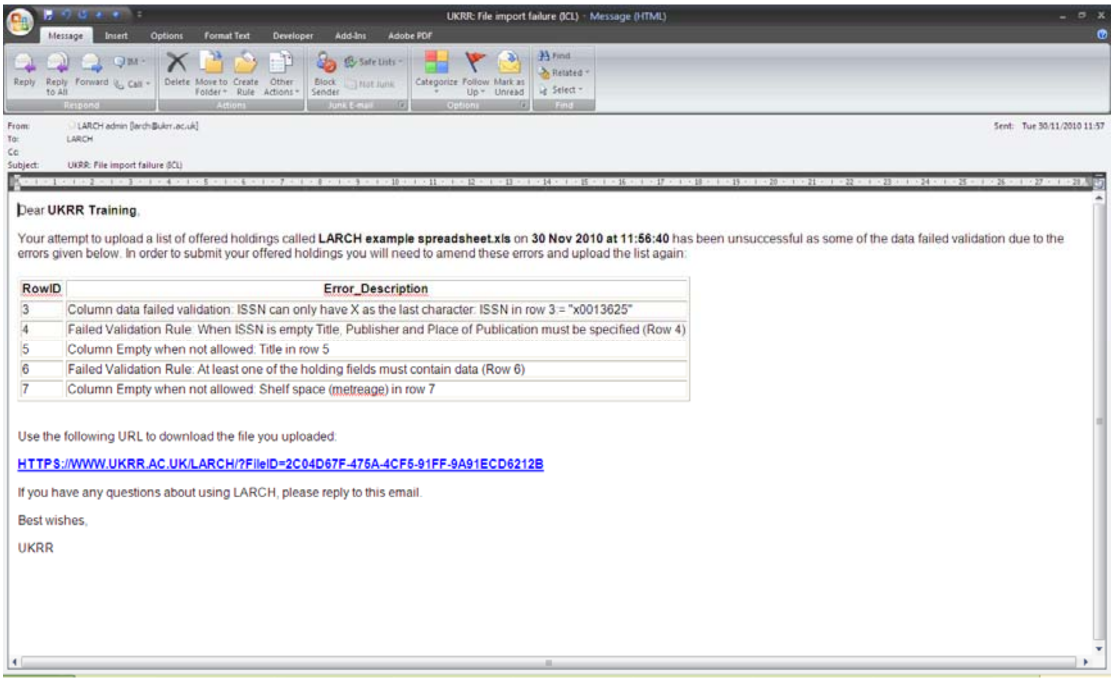
Step	Action
9.	The list will now appear on the Main Menu as shown below. You can see that the metreage and number of holdings for the lists is shown alongside them, whilst the total of these figures is given above.



Step	Action
10.	In order to complete the submission of your list you will need to manually review and submit the list. See the section starting on page 33 below on how to do this.

Upload failure: Data validation

In order to process offered holdings, UKRR and the BL require various pieces of information to be provided by the Member Library. When importing data LARCH automatically checks that these pieces of information are present and are valid. If any of the data is missing or is not in a format that would be expected then the file upload will fail. If this happens rather than receiving the File Import Success email mentioned above, you will receive a File Import Failure email. The failure email will show which row the error is on, and explain what the error is.



UKRR: File import failure (ICL) - Message (HTML)

From: LARCH admin [larch@ukrr.ac.uk]
To: LARCH
Cc:
Subject: UKRR: File import failure (ICL)
Sent: Tue 30/11/2010 11:57

Dear **UKRR Training**,

Your attempt to upload a list of offered holdings called **LARCH example spreadsheet.xls** on **30 Nov 2010 at 11:56:40** has been unsuccessful as some of the data failed validation due to the errors given below. In order to submit your offered holdings you will need to amend these errors and upload the list again:

RowID	Error_Description
3	Column data failed validation: ISSN can only have X as the last character: ISSN in row 3 = "x0013625"
4	Failed Validation Rule: When ISSN is empty Title, Publisher and Place of Publication must be specified (Row 4)
5	Column Empty when not allowed: Title in row 5
6	Failed Validation Rule: At least one of the holding fields must contain data (Row 6)
7	Column Empty when not allowed: Shelf space (metreage) in row 7

Use the following URL to download the file you uploaded:

HTTPS://WWW.UKRR.AC.UK/LARCH/?FileID=2C04D67F-475A-4CF5-91FF-9A91ECD6212B

If you have any questions about using LARCH, please reply to this email.

Best wishes,

UKRR

By working your way through a failed list and correcting the errors shown in the File Import Failure email you will be able to amend the lost so that it will be accepted into LARCH.

The data validation rules – offered holdings

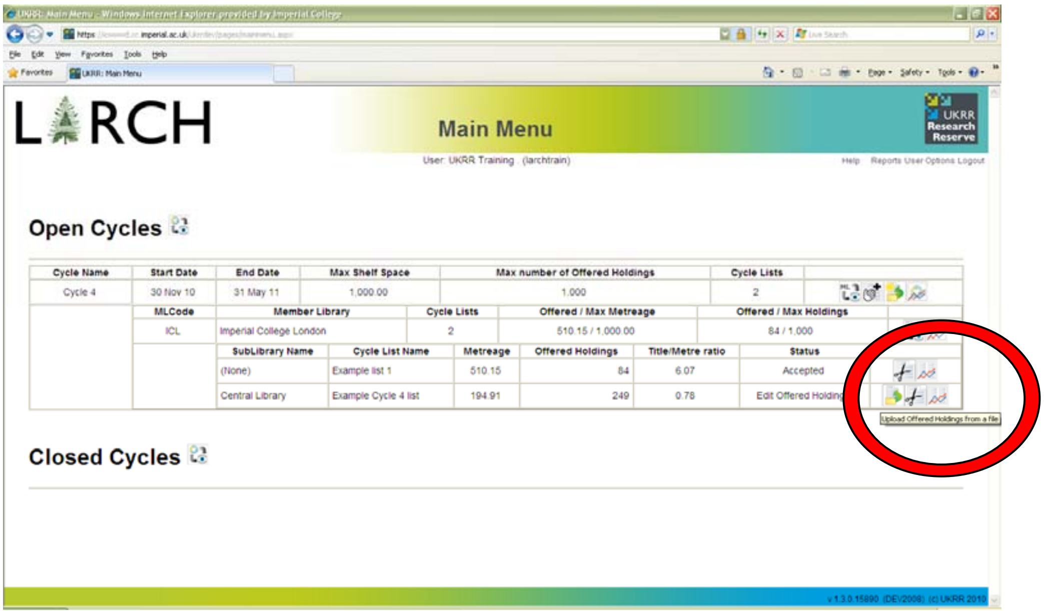
The various validation rules applied to data are shown in the table below.

Data item	Rule
UKRRid	Must be present
ISSN	ISSN must be 8 characters long (excluding hyphen)
	ISSN must contain only 0-9 and X characters only (excluding hyphen)
	X can only be present in ISSN as the last character
Title	Must be present if data is present elsewhere on the row
Publisher	Must be present if ISSN is absent
Place of Publication	Must be present if ISSN is absent
Holdings	At least one of the holdings fields (including supplement) must contain data
Shelf space	Must be present. Is a valid numeric value

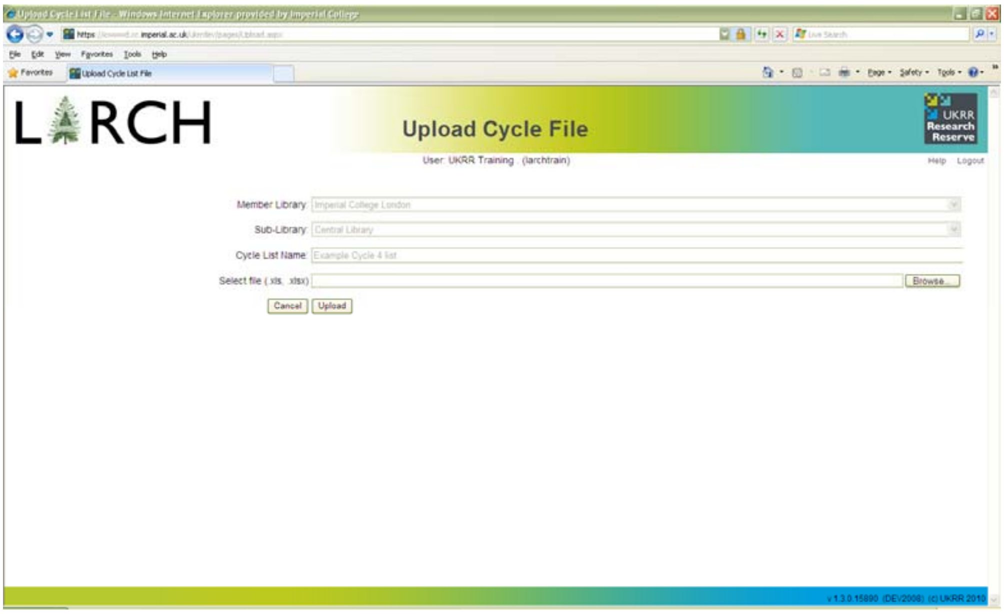
Reattempting submission of a list previously failed

The process is essentially the same as what you would have done to upload the list in the first place, however you don't need to create the list details as they are already there.

Step	Action
1.	If the list details have been created but the holdings have not yet been submitted to UKRR, then use the **Upload a new Cycle List from a file** icon (shown below) which will be showing to the right of the line giving the list name and metreage/number of offered holdings. **Note**: this is a different place to where you clicked when you created the list. 



Step	Action
2.	The sub library details and list name will already be completed (and cannot be changed on the File Upload page – if you want to change them see the section on Editing Items and lists below). Use the **Browse** button to locate the correct file as you did before, and then click **Upload**.



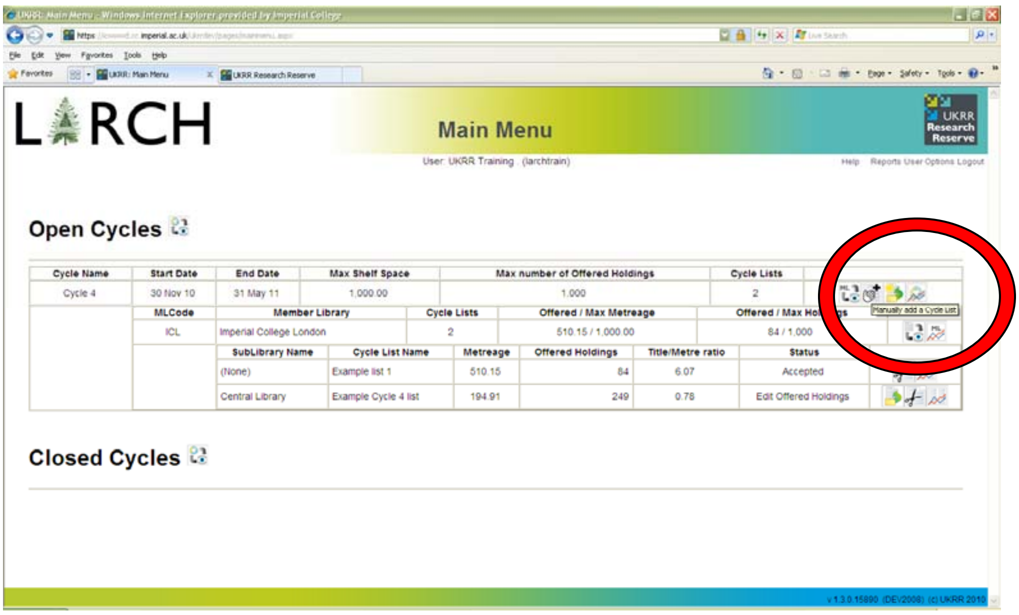
Step	Action
3.	You will receive the ‘File Uploaded’ email again, and assuming all validation errors have been corrected the data will be imported into LARCH. If not, correct the errors in the latest ‘File Import Failure’ email you received and repeat the upload process until the upload is successful.
4.	As mentioned above, in order to complete the submission of your list you will need to review and submit the list manually. This is covered in the <u>Submitting holdings</u> section below.

Offering holdings to UKRR: manually adding lists and holdings

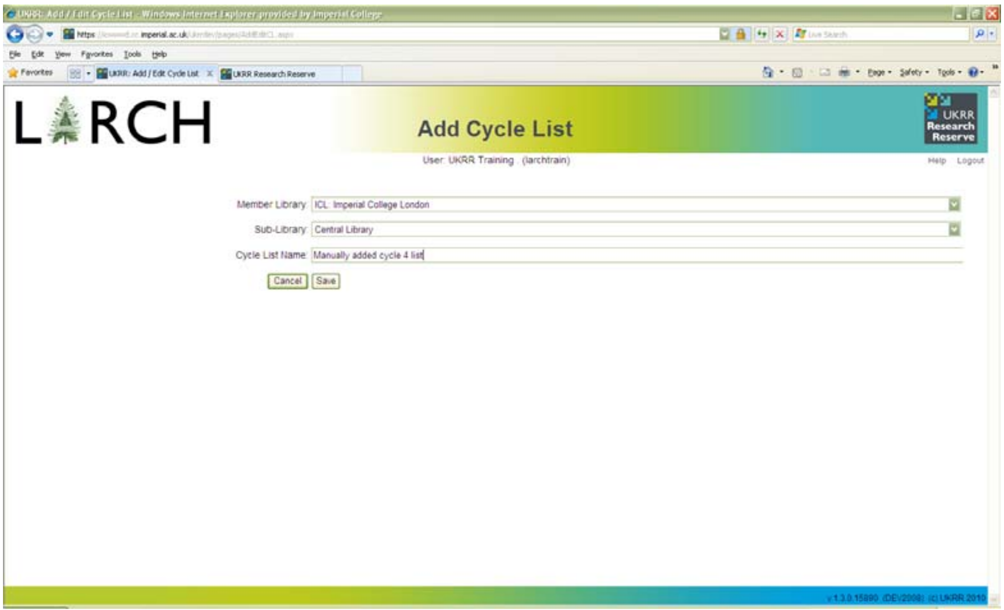
As well as uploading holdings from the template, you can also manually create a list of offered holdings, or manually add holdings to a list uploaded from the template. This can be useful if you only have one item to offer, or if you have a few items that you want to add to a list that has already been uploaded.

Manually creating a list in LARCH.

Step	Action
1.	Click on the **Manually Add a Cycle List** icon (shown below) which is located to the right of the Cycle name and start/end dates. 



Step	Action
2.	Use the drop down menu to select from a list of sub-libraries that UKRR is aware of. If the sub-library you want to use isn't on the list select the **(None)** option and email larch@ukrr.ac.uk so the library can be added for you. You can amend the list using the Editing the list option below once the sub-library has been added.
3.	Give your list a meaningful name which will allow you to identify it in future.
4.	Click the **Save** button.

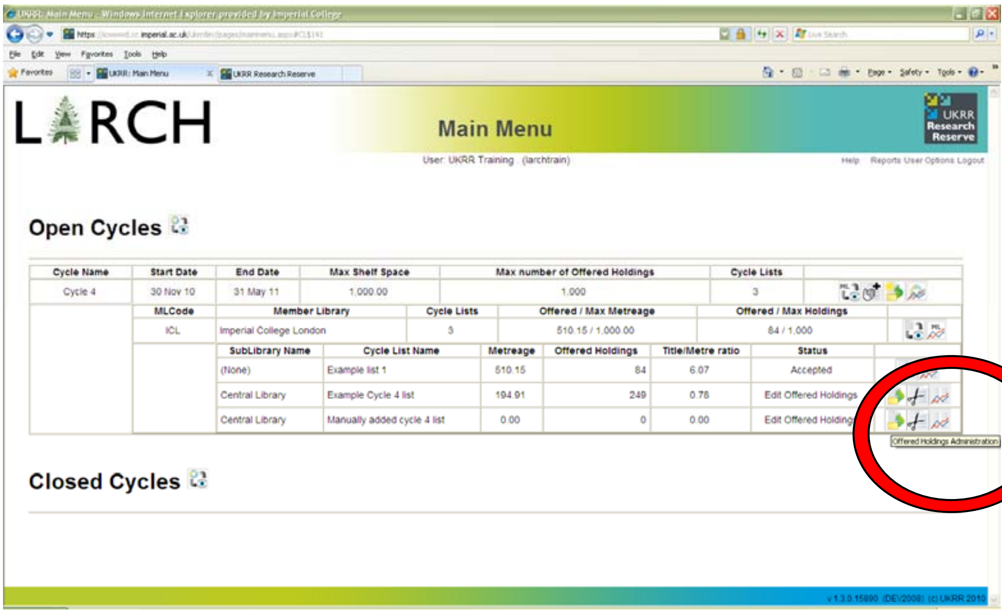


Step	Action
5.	The list will now be showing on the Main Menu with no metreage or offered holdings.

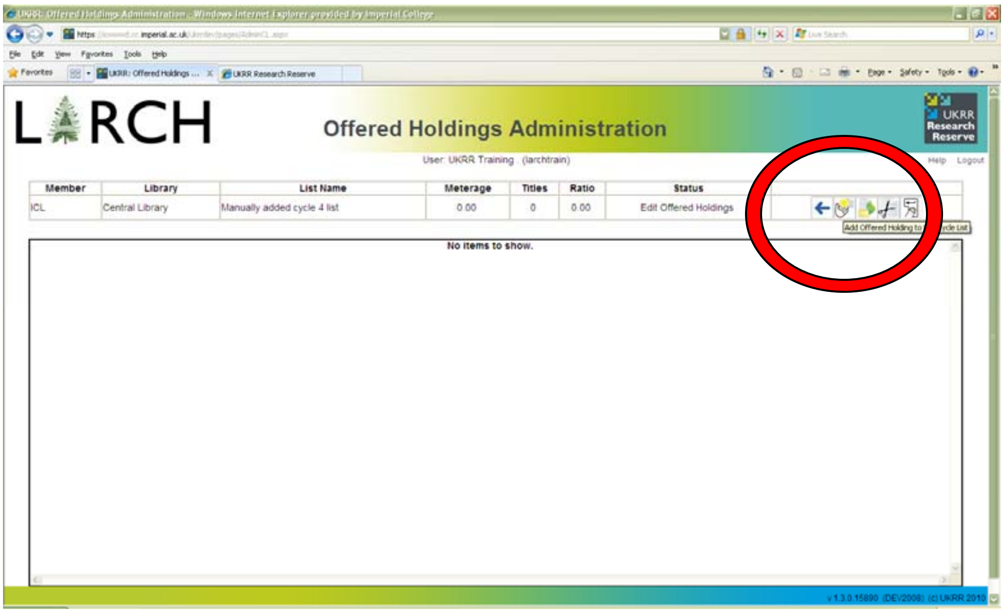
Manually adding holdings to a list

Note: You can only add holdings to a list that has the status **Edit Offered Holdings**, or **Post-Submit Edit**. If you want to add holdings to a list that has already been submitted you will need to contact UKRR first to explain the situation, as they will need to re-open the list. It's quite likely they will prefer you to submit the items on a new list to avoid any mix ups.

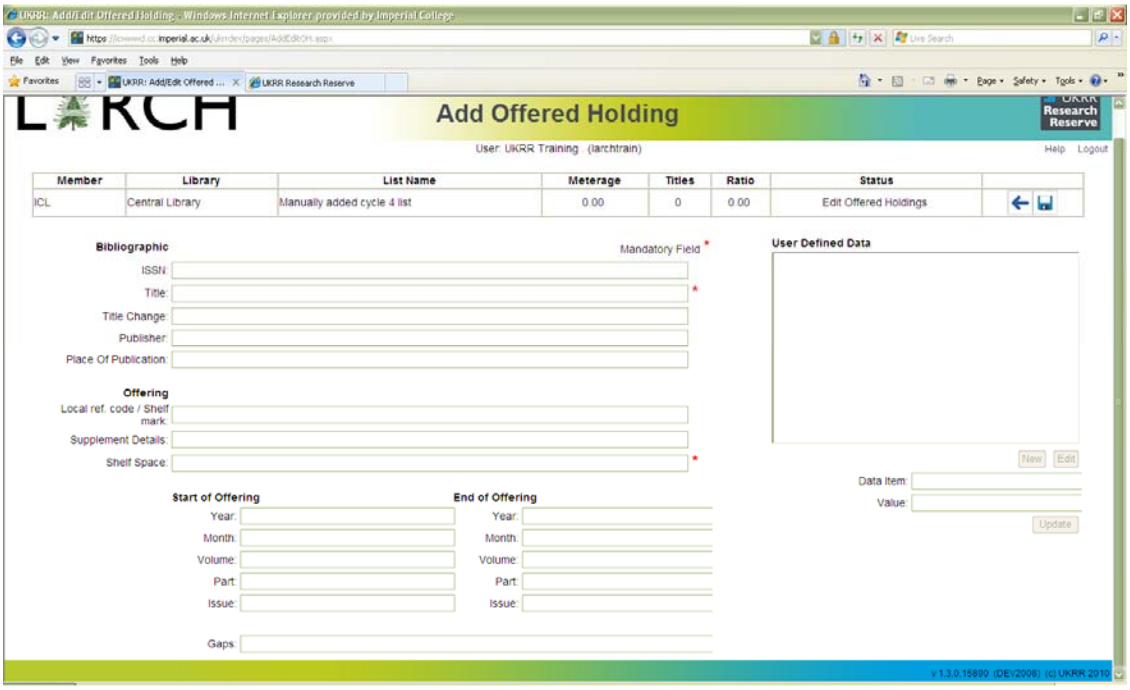
Step	Action
1.	To add holdings to a list click on the **Offered Holdings Administration** button (shown below) which is on the same row as the list name and metreage/number of holdings.  **Note**: the Upload Offered Holdings From a File button will also be visible on this line, so if you change your mind you can upload from the template.

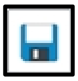


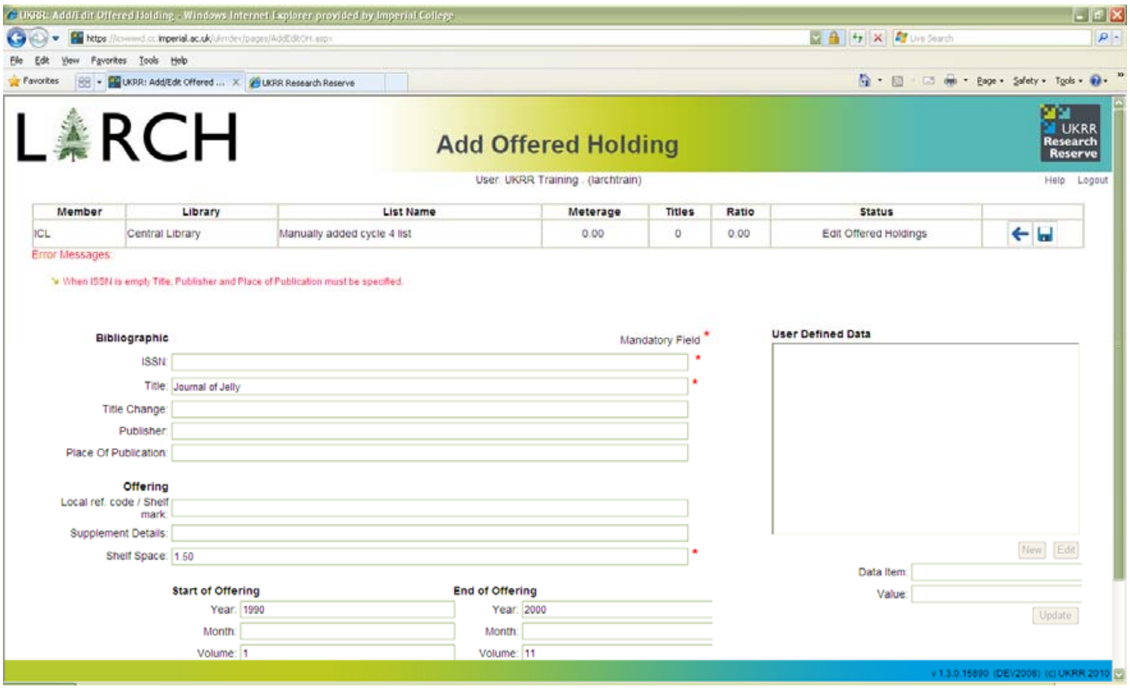
Step	Action
2.	You will be taken to the **Offered Holdings Administration** screen. To add holdings to the list click on the **Add Offered Holdings to the Cycle List** button (shown below). 



Step	Action
3.	Enter the details of the holding in the relevant fields on the **Add Offered Holding** screen. Mandatory fields are marked with a red asterisk.



Step	Action
4.	Click the Save button (shown below).  **Note**: The validation which is automatically performed on holdings uploaded from a list takes place when a manually added holding is saved. If any data is missing or doesn't meet the validation rules mentioned above then the error message will show in red on the screen as shown below.

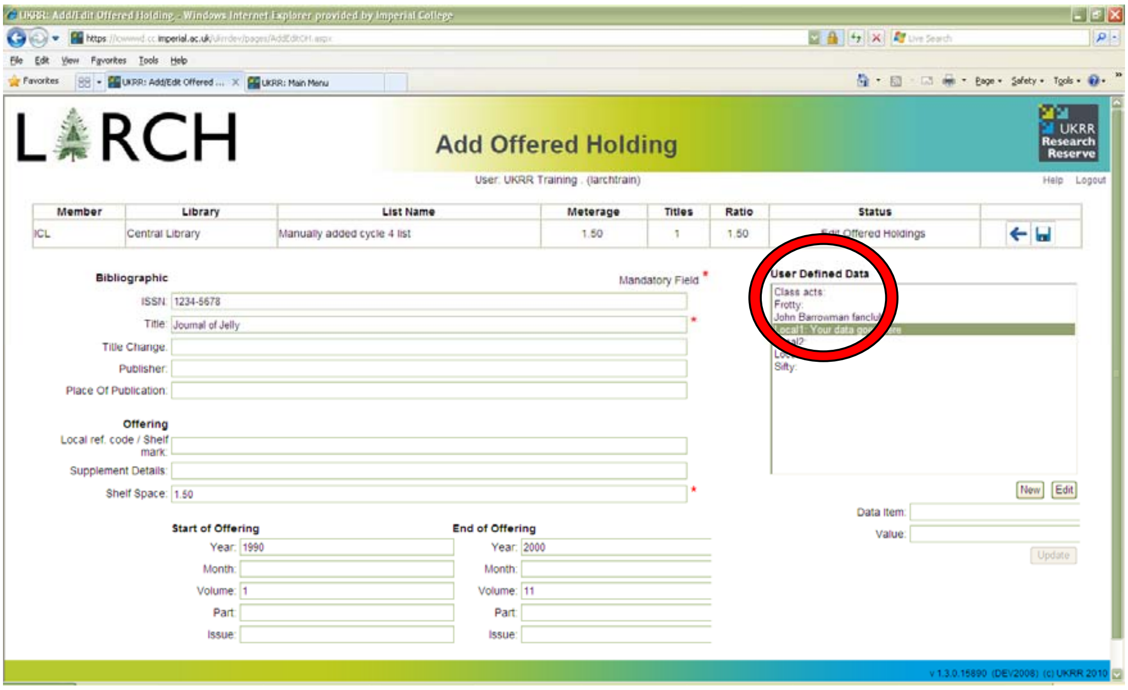


Step	Action
5.	Alter the data so that no error messages show when the 'Save' button is pressed.
6.	When you have finished adding the holding and have saved it click the **Back to offered holding administration screen** button (shown below). You can also use this button to exit the screen without saving any changes. 

Adding user defined data

If you have put your offered holdings together using the template you can insert columns into the template to hold data which is useful for your own records, e.g. location of the item, e-access platform, etc... . This data will be stored in LARCH so you can access it again once you have a retention/disposal decision back from UKRR. You can also store data for your own purposes in LARCH be adding it to a holding manually.

Step	Action
1.	If you want to add User Defined Data to the holding for your own records you need to have first saved the holding in LARCH. The User Defined Data area is on the right of the Add Offered Holding screen. LARCH tries to be helpful by automatically suggesting data fields which you have used in the past. To add data against one of these items click on the item and then click the **Edit** button.
2.	The **Data Item** field will show the type of user defined data you are editing, and you can type the data you want to save in the **Value** field.
3.	If you would prefer to add a new data type not already listed click the **New** button and complete the 'Data Item' field with the name for the data you're storing, and put the data itself in the 'Value' field.

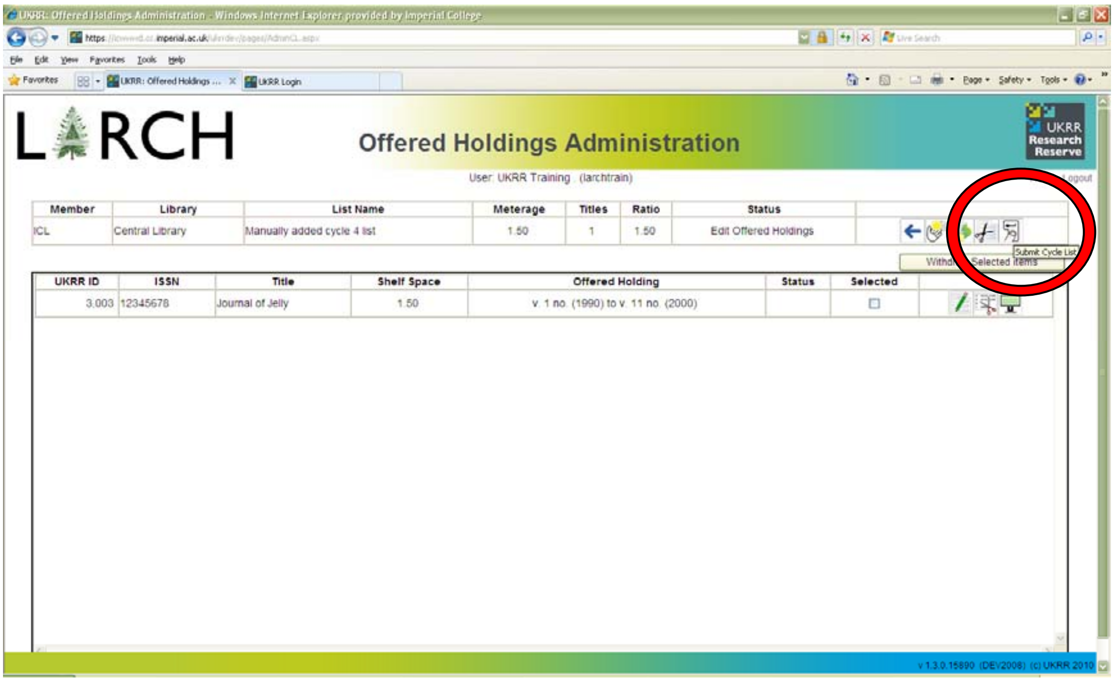


4.	When you are finished click the **Update** button, which will save the data value to the offered holding so it will be present on the reports you run against the list in future. Click the **Save** button to confirm any changes you've made, and then use the **Back** button to return to the 'Offered Holdings Administration' screen.

Submitting holdings

Once you have added all your holdings to a list, either by uploading from the template or entering them manually, then the process of submitting a list is quite easy as all the data validation issues will have already been taken care of.

Step	Action
1.	If you uploaded the holdings from the template double check that the file load was successful. If there is a figure for the Metreage and Offered Holdings make sure this is what you think it should be. If it shows zero for both it means you upload has failed (or you have uploaded an empty list) and you will need to try again.
2.	Click on the **Offered Holdings Administration** button (shown below) to be taken to the Offered Holdings Administration screen. 
3.	This is your last chance to amend the offered holdings before you submit them, so it is worth checking they're all showing as you'd expect.
4.	Assuming you're happy with the holdings that are showing and you think the metreage and number of titles is correct, click on the **Submit Cycle List** button (shown below) which is located at the far right of the row of icons level with the list name and metreage. 



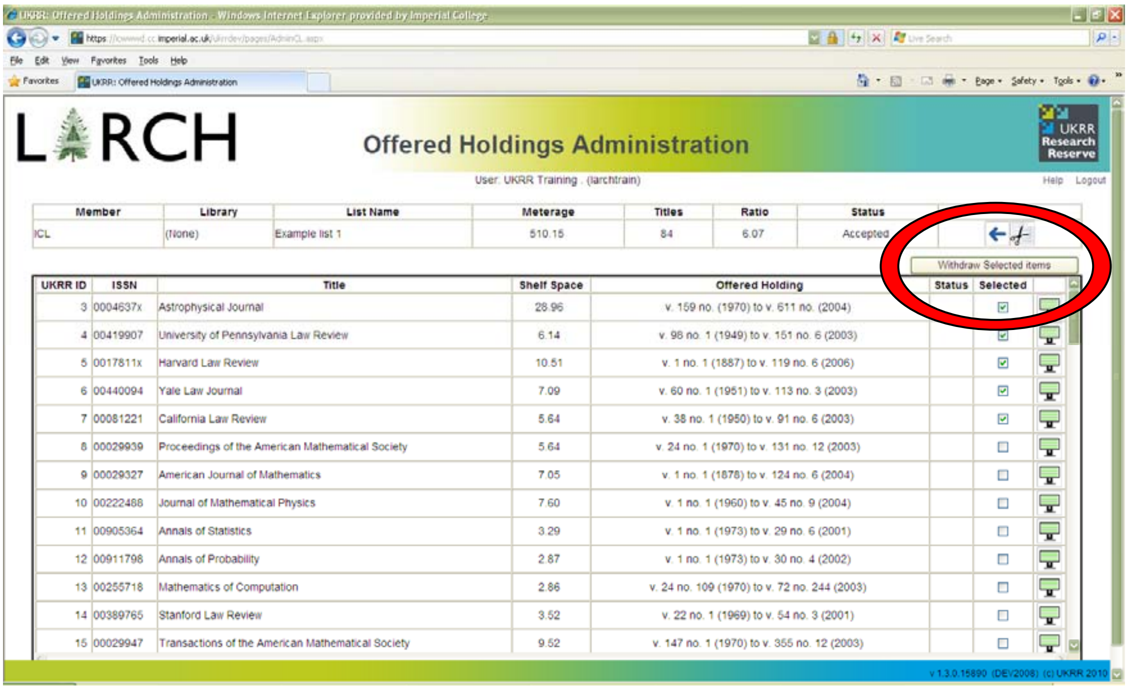
5.	LARCH will return you to the Main Menu, and your list will briefly show the status of ‘Auto-Matching’ as it checks for items that you have offered previously. If you click the refresh button on your browser after 30 seconds the status should have changed to ‘Accepted’

Note: If your list shows the status of ‘Waiting Manual Acceptance’, it means you have offered more titles or metreage than was agreed before the start of the cycle. Your submission will need to be manually reviewed by UKRR before being accepted.

Withdrawing an item

Once an item has been added to LARCH it cannot be deleted, however you can withdraw if from your list of offerings.

Step	Action
1.	To withdrawn an item, from the Main Menu click the **Edit Holdings Administration** button (shown below) beside the list that the item was offered on. 
2.	Tick the box in the ‘Selected’ column for each of the items that you wish to Withdraw.
3.	Click the **Withdraw Selected Items** button.



What happens next depends on what stage your list was up to when you made the withdrawal request:

Submission status	What happens next
Pre-submission	If your list hasn't yet been submitted (i.e. shows the status of Edit Offered Holdings) or has been reopened for you to amend (shows the status Edit After Submitting) then the items will be withdrawn and the status column will show Withdrawn
Post-submission	If you have submitted your list its status will change to 'Waiting for change authorisation' while UKRR confirm that it's okay to withdraw the item. The reason for this is that in the past some members have asked to withdraw items when they didn't really want to (it was just a bit of confusion), or have asked to withdraw items after they have already received funding for them. Once UKRR have reviewed the withdrawal request the list will be returned to 'Accepted' status and the items will show the status of Withdrawn.

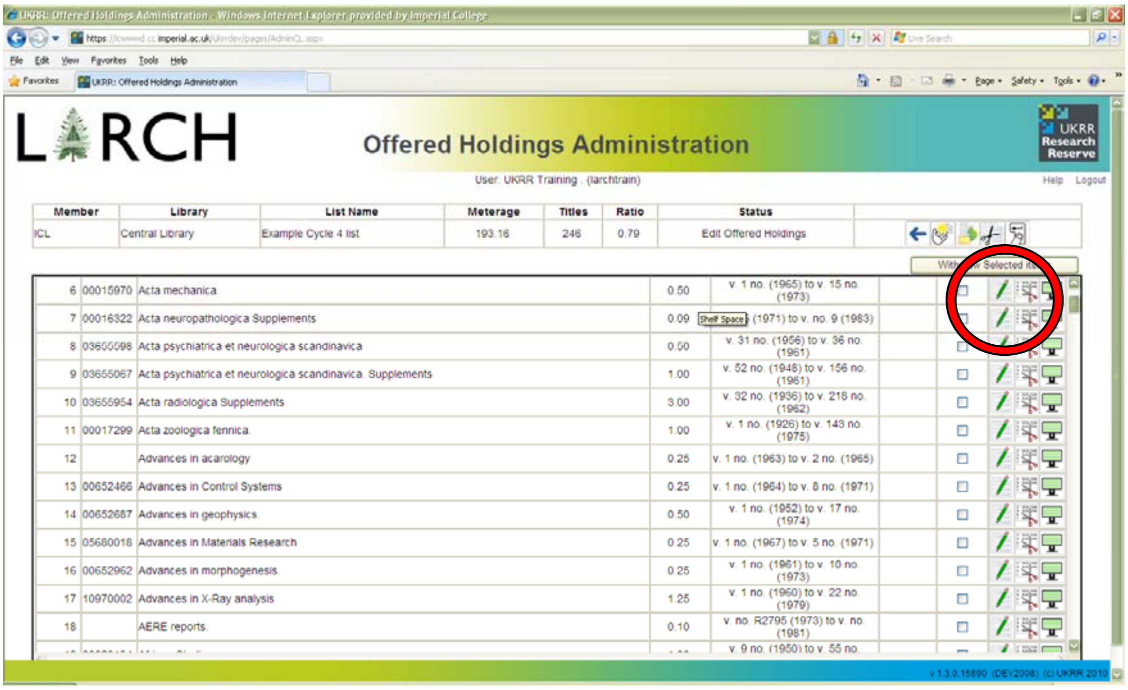
Editing holdings and lists

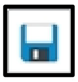
Editing individual holdings

You can only edit holdings before the list has been submitted (it has the status **Edit Offered Holdings**), or if the list has been reopened by UKRR for you to make amendments after submission (the list has the status **Edit After Submitting**). The reason for this is that as there is processing being undertaken at the BL and UKRR simultaneously, we need to ensure everyone's data is the same. If your list is not at one of these statuses and you wish to amend the holdings you can email UKRR asking that the list be reopened.

Assuming the list is at one of the statuses above that allows the editing of holdings, you can amend the holding as follows:

Step	Action
1.	On the Main Menu click on the **Offered Holdings Administration** button (shown below) for the list which has the holding you wish to amend. 
2.	On the Offered Holdings Administration Screen locate the holding you wish to amend. **Note**: Each holding has a unique number called the UKRRid which can be a useful way of finding items, as this was also in the template which you might have used to upload the holdings originally.
3.	Click on the **Edit the Offered Holding** button (shown below) next to the holding to be edited. 



Step	Action
4.	Make the changes you want by altering the data on the screen. The fields are the same that are present in the UKRR template if you used this to upload your list, or on the Add Offered Holdings screen if you created the list manually. Once you have finished click the **Save** button (shown below)  **Note:** You cannot save changes if it means that the holding would not meet the validation rules applied when the list was first uploaded or created. For a list of these rules see the Upload failure: data validation section above.
5.	When you have finished making changes and have saved them, or if you do not want to save the changes you have made, click the **Back to Offered Holding Administration** button (shown below) to return to the Offered Holding Administration screen. 

Step	Action
6.	Repeat steps 3-5 to amend all the holdings you wish to edit. Once you are finished and are ready to submit the list of holdings click the **Submit Cycle List** button (shown below). 
7.	If the amendments you made were to holdings that had previously been submitted, the list will wait at the status of ‘Waiting Change Authorisation’ until the amendments have been cleared by a UKRR administrator. If the list has not previously been submitted it will proceed as normal.

Editing the list

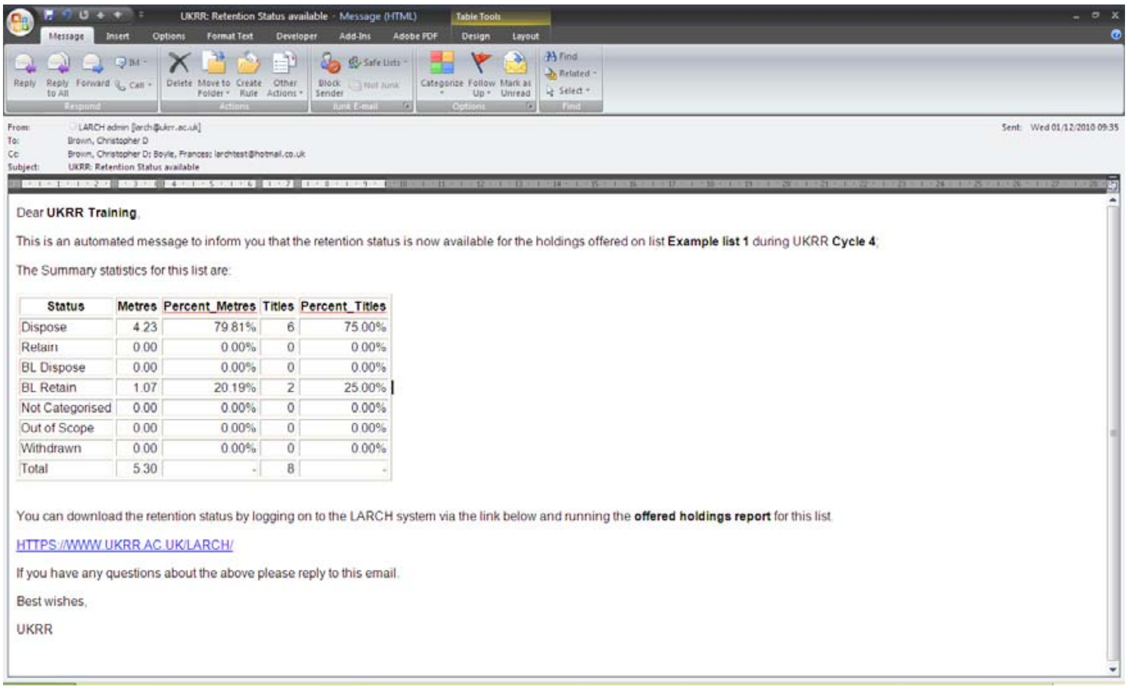
You can change the list name or the sub-library it is associated with even when the list has been accepted, as these details don’t impact on the processing of the holdings you are offering on the list.

Step	Action
1.	On the Main Menu click on the **Offered Holdings Administration** button (shown below) for the list which you wish to amend. 
2.	On the Offered Holdings Administration screen click the **Edit the Cycle List** button (shown below). 
3.	On the Edit Cycle List screen you can change the Sub-library the list is associated with, or rename the list. When you’re finished click the Save button, which will take you back to the Offered Holdings Administration screen.

Downloading Retention Values and BL Requests

One of the benefits of LARCH is that it does away with the multitude of spreadsheets that characterised earlier UKRR cycles. Consequently you will no longer receive a list of items directly from the BL saying what they would like to have from the material you have offered, this will be incorporated into the final response from UKRR giving the retention values for your list.

Once processing of a list of offered holdings by the BL and UKRR has been completed, users with the profile of Data Manager and Main Contact will receive an automated email from LARCH saying that the retention status is available to download. This email gives the name of the list and a summary of the different levels of retention and disposal.


UKRR: Retention Status available - Message (HTML)

From: LARCH admin [larch@ukrr.ac.uk]
To: Brown, Christopher D
Cc: Brown, Christopher D; Boyle, Frances; larchtest@hotmail.co.uk
Subject: UKRR: Retention Status available
Sent: Wed 01/12/2010 09:35

Dear **UKRR Training**,

This is an automated message to inform you that the retention status is now available for the holdings offered on list **Example list 1** during UKRR **Cycle 4**;

The Summary statistics for this list are:

Status	Metres	Percent_Metres	Titles	Percent_Titles
Dispose	4.23	79.81%	6	75.00%
Retain	0.00	0.00%	0	0.00%
BL Dispose	0.00	0.00%	0	0.00%
BL Retain	1.07	20.19%	2	25.00%
Not Categorised	0.00	0.00%	0	0.00%
Out of Scope	0.00	0.00%	0	0.00%
Withdrawn	0.00	0.00%	0	0.00%
Total	5.30	-	8	-

You can download the retention status by logging on to the LARCH system via the link below and running the **offered holdings report** for this list.

HTTPS://WWW.UKRR.AC.UK/LARCH/

If you have any questions about the above please reply to this email.

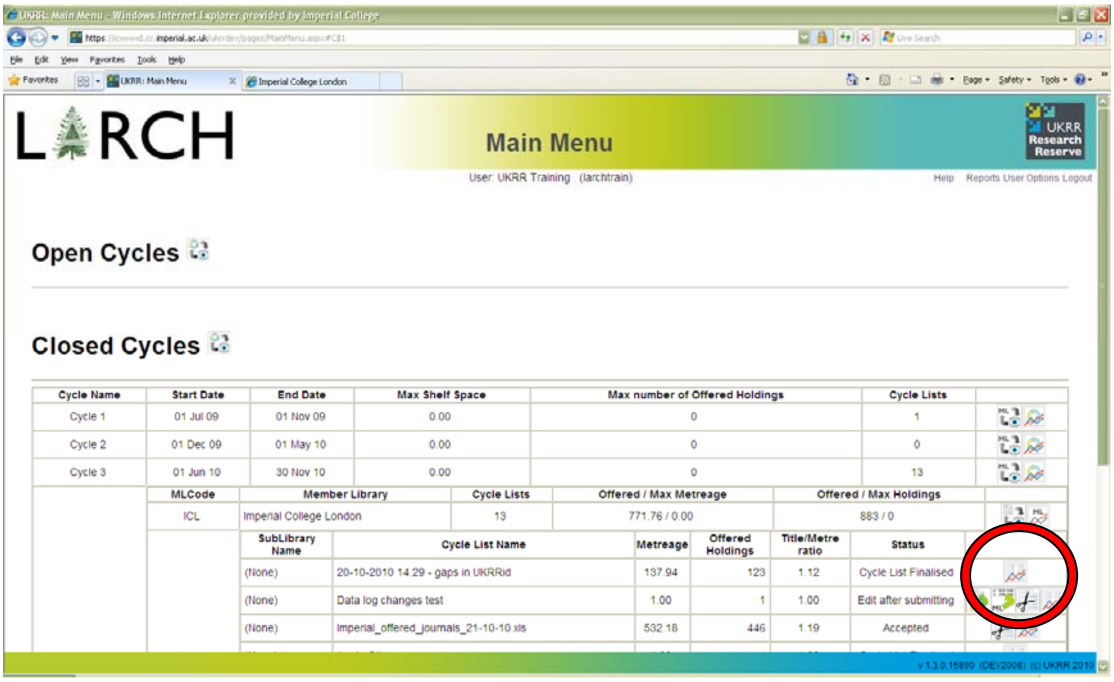
Best wishes,

UKRR

The retention values themselves are available to download from LARCH as a report. To access this report do the following.

Step	Action
1.	On the Main Menu locate the list. It will have the status of ‘Cycle List Finalised’.

Step	Action
2.	Click on the **Run a Cycle List Report** button (shown below) which is to the right of the status column. 



Step	Action
3.	Run the **Offered Holding Report** by clicking on the **Run the Selected** report button (shown below). 
4.	The report will show on the screen. As it's based on the UKRR template with all the corresponding data, it's very wide. You can download the report in a number of formats, see the 'Downloading Reports in Different Formats' section below for more information about them.

Adding scarcity data to offered holdings

As scarcity data is provided by EDINA and the British Library, it is not necessary for UKRR members to conduct scarcity checking. As part of the UKRR process BL requests for material, and scarcity data from EDINA/BL will be used to determine a retention status for each of the holdings you have offered. Members can choose to undertake scarcity checking once the above process has been completed if they think there may be other matching holdings available, which were not taken into account when determining the retention status of the offered holding.

Scarcity data can either be uploaded by using the UKRR template, or added manually to holdings directly through LARCH.

Please note: We strongly recommend you use the option of adding the scarcity data to LARCH manually, as this will ensure you don't have any problems with the validation rules detailed below. If you decide to add scarcity via upload, ensuring any holdings you have identified are added to the template whilst those libraries that have already been counted by EDINA/BL are excluded can be quite complicated, and if this is not done correctly the file will fail to upload and will require further amendment.

What is scarcity data?

Most people already familiar with UKRR will know that scarcity is the term used to refer to a quantitative measure of the number of times an offered holding is held within the collections of other UKRR member libraries. The term scarcity data refers to the scarcity as well as the holding libraries codes and date of check.

The codes tell UKRR which other members hold the material in the offered holding, and this is used to co-ordinate the de-duplication process by ensuring that a holding being counted in the scarcity has not already been disposed of. In fact the codes mean that the scarcity figure is no longer necessary, as LARCH can calculate this from the number of codes given.

The date of check records when the checking took place, but also performs the important role of a trigger within LARCH, prompting it to "look" for the holding libraries. Consequently if the date of check is missing there will be no record of a scarcity check having been performed on the item.

Reopening the list to add scarcity

Once your list of offered holdings has been processed and the retention values have been determined by UKRR using the EDINA/BL scarcity data, the list will have a status of 'Finalised'. At this point the only action you can perform on the list is to run reports. If you want to add scarcity data to holdings on the list you will need to contact UKRR asking that the list be reopened for this purpose. A list can be reopened for the addition of scarcity even after the cycle in which it was submitted has closed. Re-opening the list for the addition of scarcity data will not allow the

details of the offered holdings themselves to be changed; only the scarcity and list details can be edited at this stage.

Once a list has been reopened it will have the status of ‘Post Submit ML Scarcity Edit’.

Validation rules applied to scarcity data

The various validation rules applied to scarcity data are shown in the table below. These validation rules are based on the guidelines given in the UKRR Scarcity Checking Guide which is available on the UKRR website. If you have not performed scarcity checking before you should consulting the guide and ensure you understand the process before you start checking. If you have any questions about scarcity checking please contact UKRR before you start gathering the data.

Data item	Rule
UKRRid	Must be present.
Holding libraries	Must be a valid UKRR member code.
	Code must not already be present in existing scarcity data.
	Code must only appear once in all scarcity data for item.
Date of check	Must be present for scarcity data to be recognised by LARCH.
	Must be in UK-style numerical format, e.g. 7/1/2010 (7 January 2010)
Overlapping UKRR holdings	Must be a valid UKRR member code.
	Code must not already be present in existing scarcity data.
	Code must only appear once in all scarcity data for item.
	Codes must be presented in the format: ABC, DEF, GHI i.e. with a comma and space between each code, and each combination of codes presented on a separate line.
	A maximum of three codes are allowed in each overlapping holding.

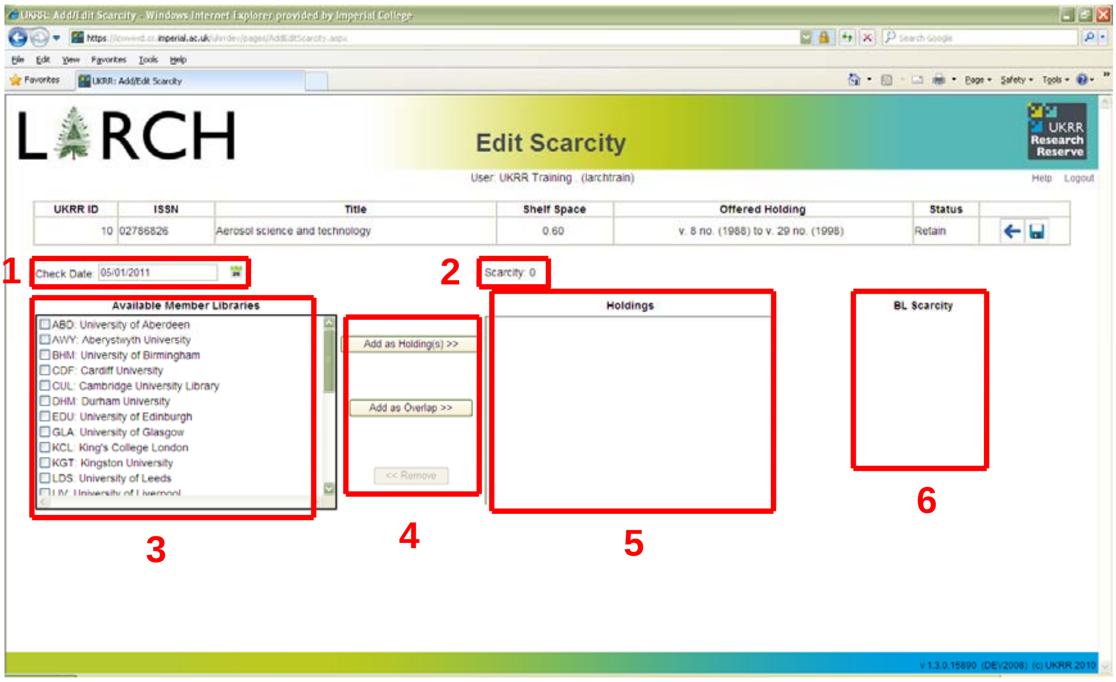
Adding scarcity data manually – the Edit Scarcity screen

As mentioned above adding scarcity data manually has the benefit of only allowing you to add holdings which will pass the validation rules. Whilst scarcity checking you will need a copy of the **UKRR Scarcity Checking Guide**, and the document **UKRR Holdings Applicable to Scarcity Checking**, both of which are available from the members' resources section of the UKRR website.

In LARCH you can add scarcity data to a holding by using the Edit Scarcity screen. This is only visible when the list has been reopened for the addition of scarcity.

Step	Action
1.	To get to the Edit Scarcity screen locate the list on the Main Menu and click on the **Offered Holdings Administration** button (shown below). 
2.	The Offered Holdings Administration screen will be displayed. Locate the offered holding you wish to add scarcity data to.
3.	Each holding will have a button displaying to the right of it called **Edit the Scarcity of the Offered Holding** (shown below). Click this button which will take you to the **Edit Scarcity** screen. 

The Edit Scarcity screen gives details of the offered holding, and beneath it there are six areas which relate to the scarcity data. These are explained below.

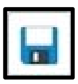


Area number	Item	Description
1	Check date	This is the date the scarcity check was performed on. By default LARCH will show the current date, but this can be changed manually or by using the **Select Check Date** button (shown below). 
2	Scarcity	This is the total number of matching holdings, taking in to account both EDINA/BL scarcity and any holdings added by the member library.

Area number	Item	Description
3	Available member libraries	This is a list of the UKRR members that can be added as a holding library. The library offering the holding and any UKRR members already present in the scarcity for this item (visible on the screen in area 6) will be missing from this list. Holding libraries can be selected from the list by clicking in the check box to the left of the member code so that it shows a tick.
4	Buttons	**Add as Holdings**: Any of the available member libraries currently selected will be added to the scarcity as holding all of the material being offered. **Add as Overlap**: All the selected available member libraries will be added as collectively holding all the material being offered. The maximum number of libraries in any holding is 3. **Remove**: The holding library/libraries selected in the Holdings section (see below) will be removed from the scarcity data.
5	Holdings	This shows the holding libraries that have been added to the scarcity by the Member Library (yourself). Libraries with a complete match for your offered holding are shown on individual lines, whilst libraries which collectively hold a match for the offered holding are all shown on the same line.

Area number	Item	Description
6	BL Scarcity	Listed here are any UKRR members which were found to have a matching holding by EDINA/BL.

How to add scarcity data manually

Step	Action
1.	Using SUNCAT, COPAC, or the online catalogues of individual UKRR members, search for holdings matching the holding being offered.
2.	If a complete match for all the issues being offered is found in a collection controlled by a UKRR member, click the checkbox beside the member(s) in the Available Member Libraries section and click on the **Add as Holding** button.
3.	If you identify multiple holdings which collectively form a complete match for the offered holding, click the checkboxes next to all the relevant members in the Available Member Libraries section and click the **Add as Overlap** button. **Note:** There are restrictions on the size and number of the holdings which can be combined to form a match for an offered holding. See the Overlapping UKRR Holdings section in the **UKRR scarcity checking guide**.
4.	LARCH will automatically save the current date as the Check date. If necessary this can be changed manually, or by clicking on the **Select Check Date** button (shown below) which will produce a pop-up calendar. Select the date on the calendar and then click **Close** to save the date to LARCH. 
5.	When you have finished adding matching holdings, click on the **Save** button (shown below), which will return you to the Offered Holdings Administration screen. 

Step	Action
6.	If you fail to find any matches for the offered holding you can register this on LARCH by clicking the **Save** button (shown above) which will save the current date as the check date and record a scarcity of 0, and then return you to the Offered Holdings Administration screen.
7.	At any point you can exit the Edit Scarcity screen without saving your changes by clicking on the **Back** button (shown below). 
8.	When you have finished the scarcity checking for the list and are ready to submit your data, click on the **Submit Cycle List** button (shown below).  **Note:** Only submit the data once you have finished <u>all</u> the scarcity checking for the list.
9.	Once submitted the list will move to the status of 'Waiting for change authorisation'. It will remain at this status whilst UKRR conducts QA checks on the data.

Uploading scarcity data

As mentioned above, the main difficulty with adding the scarcity data using the file upload is ensuring that the holding library codes you record in the template are not already in the EDINA/BL scarcity data. As each UKRR member can only be counted once in the scarcity for an item, duplicating a library code which is already present will cause the scarcity data upload to fail at the validation stage.

One of the other difficulties is collating the scarcity data in the template in a way that allows you to see the codes of the holding libraries that have already appeared in the scarcity data. The best way of doing this is described below, and makes use of a modified template called the UKRR scarcity template, which can be downloaded from the members' resources section of the UKRR website. The offered holding details and existing scarcity are manually copied into this template to aid the gathering of new scarcity data. Upon uploading however LARCH will only extract the scarcity data you enter into the relevant columns. Populating the scarcity template using the method described below will avoid the danger of mismatching the scarcity with the UKRRid used to identify the holding in LARCH, which would see the scarcity data assigned to the incorrect holding when uploaded.

Preparing the scarcity template

Note that you will need a reasonable level of proficiency at copying and pasting data in Excel spreadsheets to do this. The instructions below specifically relate to the Office 2007 version of Excel, however all the described actions can be performed on other versions of Excel. If you're using Excel 2003 it would appear you don't need to do steps 5 & 6 to copy only the visible cells, as Excel will only copy them automatically.

Step		Action
1.		First of all you will need the UKRR scarcity template, which is different to the offered holdings template used to upload holdings to LARCH. You can get the scarcity template by emailing UKRR.
2.		Download the 'Offered Holdings Report' in Excel format by following the three steps below.
	i.	Click on the **Run a Cycle List Report** button (shown below) which is to the right of the details of the list that you will be scarcity checking on the Main Menu. 
	ii.	Run the Offered Holding Report by clicking on the **Run the Selected Report** button (shown below) located to the right of the report description. 
	iii.	Once the report is showing on screen click the **Run the Report and Export as XLS** button (shown below) to download the report as an Excel spreadsheet, then open the spreadsheet. 
3.		Use the filter function in the retention status column to only show those offered holdings that have the status of Retain or BL Retain (assuming they are the only items you wish to scarcity check).

Step	Action
4.	Select all the visible holdings data in the following columns, but not the column titles (i.e. not row 1): **UKRRID** **Ref code** **ISSN** **Title** **Title Changes** **Publisher** **Place of publication** **Start Year** **Start Month/Period** **Start Volume** **Start Part** **Start Issue** **End Year** **End Month/Period** **End Volume** **End Part** **End Issue**
5.	Whilst the data in these columns is still selected, go to the Editing panel of the Home tab on the menu, and click on **Find and Select** and choose the option **Go To Special** from the drop down menu.
6.	Click in the radio button next to **Visible cells only** so that it is selected, then click **Okay**.
7.	Ensuring the columns named above are still selected, click on **Copy** or press **Ctrl** and **C** at the same time.
8.	Go to the scarcity template and click in the first empty cell of the 'UKRRid column' (this should be cell A3). Click **Paste** or press **Ctrl** and **V** at the same time. This will paste all the filtered holdings into the template. **Note:** The **Title changes**, **Publisher**, and **Place of publication** columns in the scarcity template are hidden, as this data is not usually required when performing scarcity checking. The copied data will paste into these columns though and they can be made visible if necessary.
9.	Return to the Offered Holding Report. With the filter still applied select all the codes in the Holding column (these are the holding libraries from the (EDINA/BL scarcity).

Step	Action
10.	Repeat steps 5-7 above to copy only the visible data, then paste the codes into the first blank cell in the 'Existing holding libraries' column in the scarcity template (this should be cell AB3)
11.	Check that only the filtered data has been copied over, that the data has filed into the correct columns, and that the existing holding libraries (including any that are blank) correlate with the correct title. Click the **Save** button in the scarcity template and close the Offered Holding Report

Filling in the scarcity template and uploading it

Step	Action
1.	Using SUNCAT, COPAC, or the online catalogues of individual UKRR members, search for other holdings that match the holding being offered.
2.	If you identify any complete matches for the holding you have offered which are in a collection controlled by a UKRR member, check the 'Existing holding libraries' to see if this holding has already been counted. If not record the code for the member in the Holding Libraries column.

Step	Action
3.	If you identify multiple holdings which collectively form a complete match for the offered holding, check the 'Existing holding libraries' to see if these holdings have already been counted, and if not record the codes of all the holding libraries in the 'Overlapping UKRR Holdings' column. The codes must be in the format: **ABC, DEF, GHI** (i.e with a comma and space between them) If you identify more than one of these combined holdings for one item the groups of codes should be detailed on separate lines within the cell like this: **ABC, DEF,GHI** **JKL, MNO, PQR** To add new lines within a cell in Excel press the **Alt** and **Enter** keys at the same time. **Note:** There are restrictions on the size and number of the holdings which can be combined to form a match for an offered holding. See the Overlapping UKRR Holdings section in the **UKRR scarcity checking guide**.
4.	Add the date the check was made in the 'Date of check' column.
5.	When you have finished completing the scarcity template, upload the file using the Upload ML Scarcity button (shown below). This will be visible on the Main Menu and also on the Edit Offered Holdings page. 
6.	Once uploaded the file will go through the validation process detailed above. Once it has passed this stage the data will be stored in LARCH awaiting submission. To submit the scarcity data click on the Offered Holdings Administration button (shown below). 
7.	To submit the scarcity data click on the **Submit Cycle List** button (shown below). 

Step	Action
8.	Once submitted the list will move to the status of ‘Waiting for change authorisation’. It will remain at this status whilst UKRR conducts QA checks on the scarcity data.

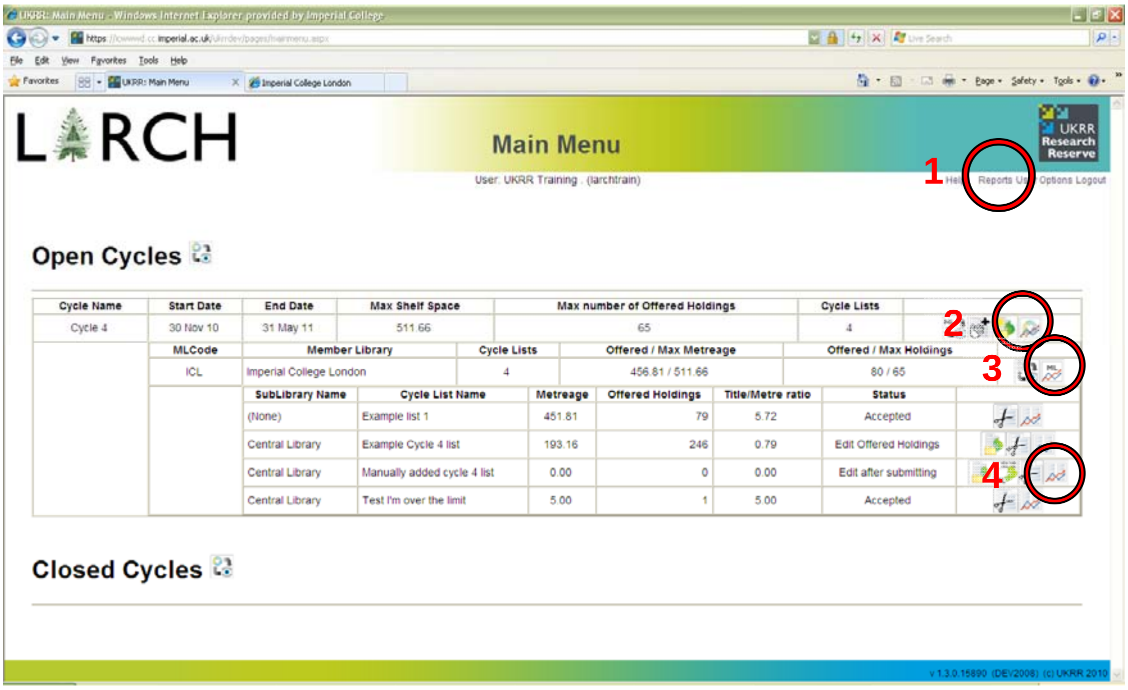
Reports

Visibility of reports

As mentioned in the 'Changing user roles and details' section above, your user role has an effect on what reports are visible to you in LARCH. See Appendix 2 What reports show what, and who can see them for a list of reports along with details on who can see what.

Location of reports in LARCH

Reports are available throughout LARCH to allow you to extract data relating to your UKRR offerings. You can find reports at 4 different locations on the Main Menu, with the location being determined by what the data relates to. The 4 different locations are shown in the screen shot below, with an explanation given in the table beneath.



Location number	Button/ Icon	Reports relate to	Description
1	No button, uses a text link which says Reports	General reports relating to system options, or data spanning multiple cycles.	Here you can see reports such as which user profiles receive which alerts, and who can see which reports. There are also reports relating to the overall levels of retention across all UKRR members, and the number of items requested by the BL.
2		Data relating to one cycle.	Here you can view a report showing the progress on other UKRR member libraries during the cycle, and the amount of material they have offered.
3		Data relating to the UKRR Member Library.	The only report visible at this level is a list of all items that have been offered to UKRR by your institution.
4		Data relating to an individual list of offered holdings.	The reports visible here relate either to the history of the offered holdings, including system history reports and the original file uploaded, or the scarcity and BL data. **Note:** the offered holding report is the means by which you access the retention values for your offerings.

Additional Report buttons

On the reports screen there are a few other buttons.

Button/ Icon	
	Clicking this button runs the report again, but keeps you on the report screen.

Button/ Icon	
	If the report required you to select some options from a drop down menu before running it (e.g. a cycle number or institution), this button will take you back to the screen where you made the selection so you can change the options and rerun it.
	From a screen showing report results, this button will take you back to the reports screen. From the reports screen it will take you back to the Main Menu.

Downloading reports in different formats

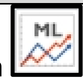
Within the reports pages there are some other buttons that allow you to run the report and receive the results in different formats.

Button/ Icon	
	This button runs the report and downloads it to your computer as a CSV (Comma Separated Values) file.
	This button runs the report and downloads it as XML (Extensible Markup Language).
	This button runs the report and downloads it as an Excel spreadsheet.

Appendix 1: What emails are received by which user role?

UserRoleName	SendType	email alert	Subject
ML Data Manager	To	CycleStart	UKRR: Cycle Open Notification
	CC	Finalise	UKRR: Retention Status available
	To	ListOverdue	UKRR: List overdue reminder
	CC	SampleRequest	UKRR: BL Sample Request
	To	TargetSubmit	UKRR: List expected reminder
	To	UnWithdrawn	UKRR: Withdrawn item resubmitted
	To	Withdrawn	UKRR: Confirmation title has been withdrawn
ML General Admin	To	UnWithdrawn	UKRR: Withdrawn item resubmitted
ML Main Contact	To	CycleStart	UKRR: Cycle Open Notification
	To	Finalise	UKRR: Retention Status available
	To	ListOverdue	UKRR: List overdue reminder
	To	TargetSubmit	UKRR: List expected reminder
	To	UnWithdrawn	UKRR: Withdrawn item resubmitted
	To	Withdrawn	UKRR: Confirmation title has been withdrawn
ML Sample Request	To	SampleRequest	UKRR: BL Sample Request

Appendix 2: What reports show what, and who can see them

Report Name	Visible To:	Description	Report Location
All offerings	ML General Admin	A list of all the titles that have been offered by the Member Library in all cycles. Presented in alphabetical order.	Member Library – click on 
BL Response Y	ML General Admin	Shows the percentage of titles where the BL Response is either Y or N. Includes data from all cycle and all members. Can be run in two formats: **Long:** Data is organised by cycle, then by member **Wide:** Data is organised by member, then by cycle	General – click on <u>Reports</u> link in top right of Main Menu screen.
Cycle List History	ML General Admin	Shows the history of the list, detailing changes of status, metreage and number of titles, as well as reports run against the list. Also gives details of the user prompting the change and the time and date it occurred.	Cycle List – click on 
DataChangeLog	ML General Admin	Lists all changes made to all holdings on the list, giving details on who made the change and when, and what the item was changed from and too. There are three parameters that can be used to refine the results: **Change status**: allows the results to be filtered to show data awaiting acceptance, accepted, rejected, or all of these.	Cycle List – as above.

Report Name	Visible To:	Description	Report Location
		Offered Holding: allows an individual offered holding from the list to be selected, or alternatively all offered holdings can be selected. **Column**: lists all the different types of data relating to an offered holding, e.g. title, start volume. Either one specific piece of data or all can be selected.	
email Recipients	ML General Admin ML Main Contact ML Sample Request	Produces a list of all email alerts showing which user roles receive which alert.	General – as above.
File import errors	ML General Admin	Lists any errors which occurred during the uploading of files for the list, and gives the reason for the error occurring. Results are given for errors which occurred during a range of dates specified when the report is run. The results of this report are the same as the validation errors that would be sent in email format to the person uploading the file.	Cycle List – as above.
File imported	ML General Admin	Lists all files uploaded for this list, including failed uploads, BL responses and scarcity data. Details of the person uploading, time and date, as well as the success of the upload are given also. All files listed can be downloaded from this page by clicking the **Get** link on the far right of each row.	Cycle List – as above.

Report Name	Visible To:	Description	Report Location
Finalised Percent	ML General Admin	Shows the amounts of material (titles and metreage) offered and completed and the latter as a percentage of the former. Data is given according to cycle and can also be viewed by individual member libraries, or seen as an overall figure for all members.	General – as above.
Finalised Percent for Cycle	ML General Admin	Produces a report very similar to the above, but relating to one cycle only. Can be filtered to individual member libraries or seen as an overall figure for all members.	Cycle – click on 
Offered Holding Report	ML General Admin	Shows all data relating to all the offered holdings on a list including scarcity data, BL requests, and retention values. This report is the means by which member libraries are provided with the retention values for their offered holdings.	Cycle List – as above.
Offered Holding Scarcity	ML General Admin	Gives the scarcity data for the offered holdings on a list. Scarcity can be filtered to show only EDINA/BL scarcity, member library scarcity, or both.	Cycle List – as above.
Quick Summary	ML General Admin	Gives the number of titles and metreage, and the amounts assigned for disposal or retention, deemed out of scope or withdrawn. Results can be filtered by cycle, member library.	General – as above.
Report Recipients	ML General Admin ML Main Contact ML Sample Request	Produces a list of all reports showing which user roles they are visible to.	General – as above.

Report Name	Visible To:	Description	Report Location
Retention Values	ML General Admin	Gives figures on the metreage and number of titles offered by all UKRR members. The figures are further broken down by retention status and overall levels of retention and disposal. The report can either by viewed by cycle or as an overall figure to date.	General – as above.
Sample Request Report	ML Data Manager ML General Admin ML Main Contact ML Sample Request	Gives details of those items on the list of offered holdings for which a sample has been requested by the British Library. Once the sample request has been superseded by a final response, the item is removed from the report results.	Cycle List – as above.